

Guidelines for Sacramento Fellowship's Task-Based Service Structure

OVERVIEW: The Sacramento Fellowship of Narcotics Anonymous has elected to employ a task-based service structure, able to flexibly respond to the goals defined by our Area Service Committee. Our primary purpose—to carry the message to the addict who still suffers—provides the focus for all services and related tasks, which fall into three general categories:

- **Core Administrative Tasks** including financial management, literature, schedule, and publication/printing
- **Fellowship/Internal Tasks** including newcomer workshops, new GSR orientation, outreach, and activities of various types and duration
- **Public Relations or PR Tasks** (external tasks) including helpline, website, various interactions with the public (schools, public service announcements, etc.), and providing H & I meetings in institutions

COORDINATORS: The ASC Chairperson will coordinate and report on all *core administrative* tasks as part of his/her regular duties. The ASC Vice Chairperson will coordinate and report all *fellowship/internal* tasks as part of his/her regular duties. The ASC will elect one **Public Relations Coordinator** to coordinate all *Public Relations* tasks.

All Coordinators will:

- support the efforts of all task leaders within their area of responsibility
- mentor task leaders in NA service and leadership and communicates direction provided by the ASC
- provide written report communicating progress on tasks to the ASC
- bring concerns regarding task fulfillment to Admin for direction

The PR Coordinator should have demonstrated a working knowledge of the Twelve Traditions and Twelve Concepts for NA Service and will present their NA service history to the ASC. Ideally, volunteers and nominees for the PR Coordinator position will have had experience in performing one or more of the tasks to be coordinated (H & I and/or PR). A minimum of three years clean time is suggested.

The PR Coordinator must be elected by the Sacramento Fellowship ASC and commit to serving for a one year term. The PR Coordinator may serve up to 2 terms.

TASK LEADERS: Any members interested in serving as a task leader should volunteer to the coordinator responsible for a particular set of tasks. Each task leader will also actively recruit members for various tasks using fliers, the website, and group announcements. All Task Leaders should have demonstrated a working knowledge of the Twelve Traditions and Twelve Concepts of NA Service and will present their NA service history to the ASC.

Leaders for substantial and/or ongoing tasks must be elected by the Sacramento Fellowship ASC; the candidate will be present for the election. He/she must commit to serving either until the assigned task is completed or until they have served for one year. Because some tasks are ongoing, a task leader can serve in their assigned capacity for up to 2 years, but needs annual ASC affirmation. The admin body can nominate and confirm members willing to take on short-term tasks.

Tasks which involve more than \$50 of NA funds require leaders with a minimum of three years continuous clean time. Clean time requirements will vary depending on the task,

General duties of all task leaders:

1. Fulfills tasks assigned by the ASC to further our primary purpose.
2. Reports progress and/or obstacles in fulfilling task-related duties and opportunities for member involvement to the ASC via the Coordinator.
3. Submits budgets to the ASC for approval at least two months prior to needed funds.
4. Recruits and appoints other members to the task group as necessary.
5. Channels all funds received to a designated ASC bank signer (Chair, Vice Chair, Admin Asst., Treasurer) immediately following any event that has generated funds.
6. Consults with NA literature for guidance in fulfilling task, including our *Guide to Local Services*, the *Public Relations Handbook*, and other guides on specific services when appropriate.
7. Operates within the principles of NA's 12 Concepts and Traditions.
8. Leads new task groups in developing standard operating procedures (SOP) or guidelines, if the task is ongoing (i.e. helpline, H & I) or similar tasks will likely occur (i.e. an activity). These should be submitted in writing to the administrative committee, which will review prior to submission to the ASC for approval. A copy should be kept by the ASC Policy & Procedures Person. Task Leaders should also present any SOP/guideline changes to admin and the ASC for approval.
9. Mentor other members to serve and lead.

Some Specific, Ongoing Tasks and the Duties of Their Leader

Hospitals & Institutions (H & I) Task Leader: Directs local efforts to carry the NA message to addicts who often have no other access to meetings, including meetings provided for inmates in jails and prisons and for patients in addiction treatment centers and mental health facilities. For a detailed description of what H & I does, please see the *H & I Handbook*.

The H & I Task Leader...

- responds to requests from correctional and treatment facilities
- cultivates or maintains key contacts within such facilities
- recruits and mentors H & I volunteers and coordinators for each facility
- manages the H & I budget and literature distribution

Public Relations (PR) Tasks seek to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. For a detailed description of PR, see the *Guide to Local Service* and the *PR Handbook*.

The PR Task Leaders will be called on to coordinate specific tasks related to this goal which may include:

- presenting on behalf of NA at public meetings for community members
- distributing public service announcements to local radio and television stations
- maintaining a telephone helpline for Narcotics Anonymous that coordinates volunteers to help addicts and others in the community find meetings easily and quickly.

Outreach serves as the outstretched hand of an established NA community as we reach out to isolated groups and addicts, particularly in large rural areas. By phone, by mail, and in person, they get isolated groups and addicts in touch with the mainstream of the NA fellowship. For

more information and related tasks, refer to the *Outreach Handbook*.

The Outreach Task Leader coordinates volunteers to...

- attend meetings requesting support
- assist struggling groups in establishing some of the practices of strong home groups upon request
- contact groups that have missed 2 consecutive ASC meetings to offer assistance and support
- assist new groups in registering at the ASC and with the World Service Office
- present outreach workshops at learning day events
- coordinate inmate correspondence as per guidelines
- conduct quarterly trusted servants' workshops

Activity Task Leaders enhance our unity and leverage our ability to fulfill our primary purpose by providing recovery-oriented activities and/or fundraisers.

An Activity Task Leader will be called on to coordinate a specific event which may require them to:

- propose a budget and work within a budget approved by the ASC
- arrange to rent a facility
- arrange for insurance
- recruit volunteers
- publicize the event

The Webservant maintains a web site for the Sacramento Fellowship of Narcotics Anonymous in order to make information about our Area and about Narcotics Anonymous as a whole available to the public, to addicts who might need NA, and to our current members. Given the expertise required for this position, exceptions to the normal rotation of service may be made or a special worker may be hired to complete website tasks.

The Webservant will be called on to:

- update our online meeting schedule
- upload ASC agenda packets and minutes
- post activities descriptions and upload fliers
- forward email inquiries to the appropriate trusted servant

Groups:

the final responsibility and authority for all services

Groups contribute to the administration of services by

- providing a GSR to participate in decision making and communication
- contributing funds necessary to carry out services
- identifying/recruiting members who can contribute to service tasks

Core Tasks

Finances

Treasurer +
Asst. Treasurer

Pubs &
Printing

Establishes relationship with
local printers/copy shops,
produces fliers as needed

Website

Literature

Schedule +
NAWS db

**Core Task
Coordinator:
ASC Chair**

Coordinators would communicate
with task-group leaders regularly;
task groups would meet as needed
(if at all).

In most cases, the Coordinators
would report to ASC on behalf of
the task leaders. Communication
between Core, Internal, & External
tasks will be accomplished at Admin.

Internal Tasks

Newcomer
Workshops

New GSR
Orientation

Outreach

Learning
to Serve

Upcoming
Activity?

Newsletter?

**Internal Task
Coordinator:
ASC Vice Chair**

External Tasks

Helpline

Liaison to AR
PI for now

Postering

Task leader + sector
captains needed!

Letter
Writing

Task leader needed!
Purpose: to inform
schools, hospitals
& community
organizations of NA
resources.

Presentations
to schools &
public

H & I

Literature to
ER Waiting
Rooms

Health Fairs

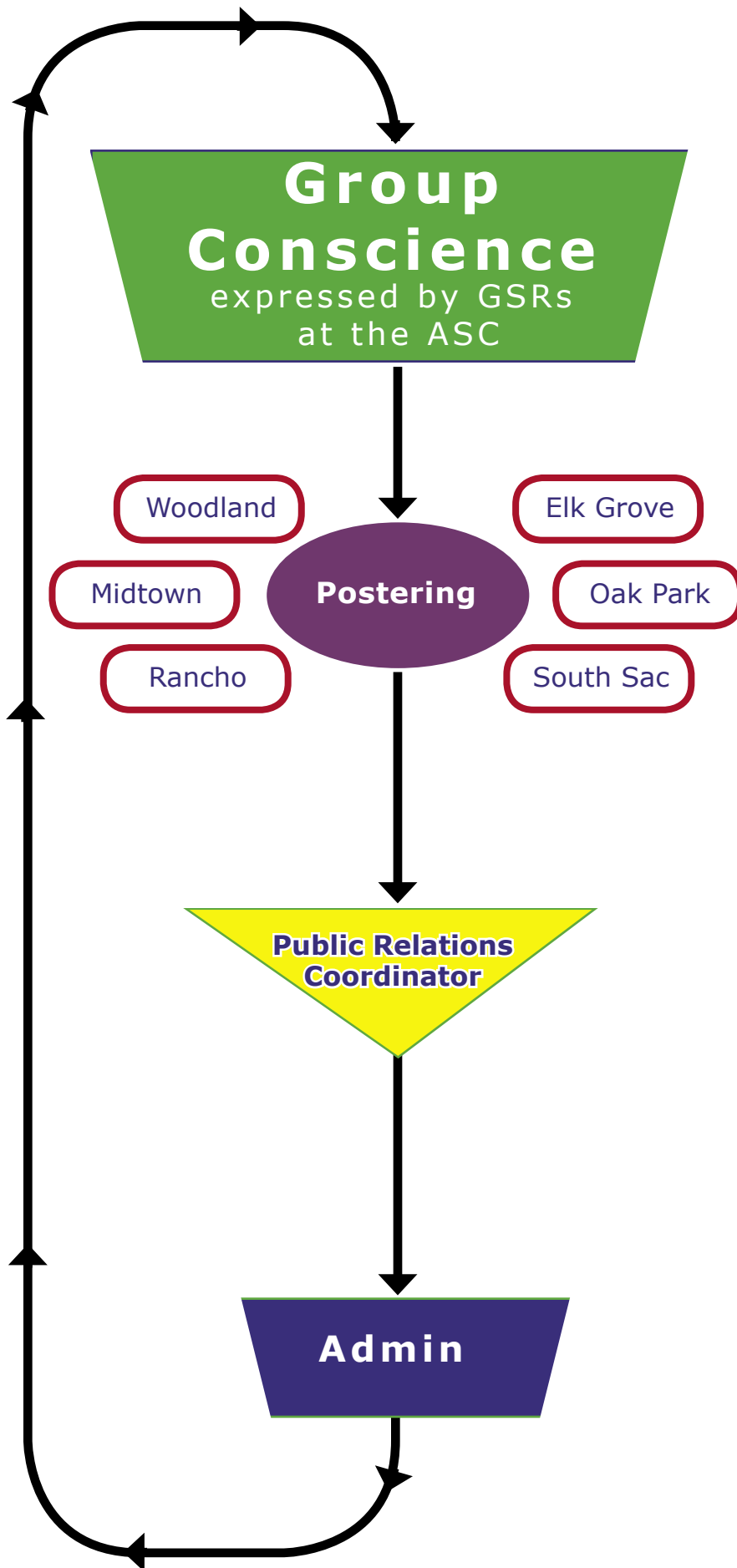
Task Leaders selected as
opportunities arise

**Public Relations
Coordinator**

Service Admin. Council

Chair, Vice Chair, AA, P&P, Treasurer, Asst. Treasurer, RCMs
PR Coordinator, and any interested members

HOW IT WORKS



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- providing a GSR to participate in decision making & communication
- contributing funds necessary to carry out services
- identifying/recruiting members who can contribute to service tasks

The **ASC** determines what tasks need to be carried out on behalf of groups in order to best fulfill our primary purpose.

Task Leaders (TLs) volunteer or are recruited. Leaders for substantial or ongoing tasks must be confirmed by the ASC; short-term TLs can be confirmed by admin.

TLs recruit **volunteers** to assist with the task, mentoring others to serve and lead as s/he coordinates the task.

TLs report to a **Coordinator** (PR Coordinator in this example) who...

- support the efforts of all task leaders within their area of responsibility
- mentors task leaders in NA service and leadership and communicates direction provided by the ASC

Coordinators work with **Admin** to fill TL positions & coordinate services and volunteers.

At each **ASC meeting**, coordinators provide a written report communicating progress on all tasks in their area of responsibility (internal, external, PR). The ASC provides further direction & support as needed.