

We Do Recover Online

Guidelines & Policy Packet



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We Do Recover Online Area Guidelines and Policy

Created: 4/13/2020

Amended: 11/05/2022

Amended: 09/2025

Adopted: 01/02/2025

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Purpose: The primary purpose of We Do Recover Online is to bring meetings to the still suffering addict by way of technological convenience. The group fulfills its primary purpose as expressed in NA's 12 Traditions.

SPIRITUAL GUIDANCE, AUTHORITY AND REFERENCE:

1. 12-Steps and Traditions of Narcotics Anonymous
2. 12-Concepts of Narcotics Anonymous
3. WDRO Guidelines and Policy
4. A Guide to Local Service in Narcotics Anonymous (Current Version)
5. Appropriate subcommittee handbooks or guidelines that are Fellowship, WSC Conference, World Board or NAWS approved and current
6. WDRO Member Groups
7. A loving Higher Power

Definitions:

Online Meeting/Group: Any meeting online of two or more recovering addicts who meet regularly at a specifically scheduled time and location for the purpose of recovery from the disease of addiction. The 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous and the current Guide to Local Services (NA) guide all NA groups. Each group has but one primary purpose: to carry a message to the addict who still suffers. NA groups are open to anyone regardless of age, race, sexual identity, creed, religion or lack of religion. There is only one requirement for membership: the desire to stop using.

***WHAT IS AN NA GROUP?** When two or more addicts come together to help each other stay clean, they may form a Narcotics Anonymous group. Here are six points based on our traditions which describe an NA group:

1. All members of a group are drug addicts, and all drug addicts are eligible for membership.
2. As a group, they are self-supporting.
3. As a group, their single goal is to help drug addicts recover through application of the Twelve Steps of Narcotics Anonymous.
4. As a group, they have no affiliation outside Narcotics Anonymous.
5. As a group, they express no opinion on outside issues.
6. As a group, their public relations policy is based on attraction rather than promotion. -

* (Taken from "The Group Booklet", pg. 2)

Virtual platform: A program for modern enterprise video communications, with an internet cloud platform for video and audio conferencing, collaboration, chat, break-out rooms and webinars across mobile devices, desktops, telephones, and audio-visual room systems. WDRO currently uses a virtual platform to host its meetings.

WDRO Area Service Body: We Do Recover Online Area service body consists of the elected Chair, Co-chair, Treasurer, Co-Treasurer, Regional Committee Member, Regional Committee Member Alternate Secretary, Co-Secretary Subcommittee Chairpersons, and Group Service Representatives. All trusted servants must attend monthly area meetings to stay active on our area roster. GSR's are voting members of the ASC.

Area Service Meeting: The WDRO Area Service will take place on the 1st Thursday of every month. The WDRO area meeting begins promptly at 7:30pm CT and ends at 9pm CT unless otherwise extended by the Groups. The Agenda for the Business meeting is located in Addendum #1.

Group Attendance and Removal: Any voting group that misses two consecutive area meetings will be removed from Quorum at the close of the second ASC. The FD Chair will be asked to contact/visit the missing Group and report back to the ASC. Any group that misses three consecutive area meetings will be removed from the WRDO Area rollcall/directory.

Consensus Based Decision Making (CBDM): In Narcotics Anonymous, we make decisions by seeking direction from a loving Higher Power as it expresses itself in our group conscience. The principle of anonymity in NA means we serve as equals, and consensus-based decision making (CBDM) is one method for a service body, as a team of equals, to hear that group conscience. The heart of consensus is a cooperative intent, where members are willing to work together to find or create the solution that meets the needs of the group.

Quorum: In order to conduct business, the ASC shall have 50% +1 voting groups present. If the quorum is not achieved, the ASC can only handle housekeeping, and no new business can be conducted. The Chair shall then direct the Fellowship Development Chair to contact missing member groups. Whenever practical the ASC will use anonymous polling for voting.

Decision Making Process: Anyone attending the ASC may participate by proposing topics and engaging in discussion.

- WDRO Area threshold for achieving consensus is **two-thirds majority of voting members present**. Voting members consist of area trusted servants, subcommittee chairs, and one group service representative per Group(excluding the area chairperson).
- The WDRO ASC uses a modified version of Consensus Based Decision Making (CBDM). The cooperative nature of consensus building is a different mindset from pro/con debate.

- To learn more about CBDM, visit:
<https://www.na.org/admin/include/spaw2/uploads/pdf/conference/project/Oct%202017%20CBDM%20Basics.pdf>
- Voting options are as follows: Yes, no, abstain (abstentions do not affect the tally)
- Use of polling option via virtual platform.
- To be run by Chair so all voting members can cast their vote.

I. New Group Process

A. New groups may request WDRO membership if it meets the following requirements: (see New Group Questions Form, Addendum #5)

1. Shall have from their group an elected group service representative, (GSR).
2. Use current Narcotics Anonymous conference approved literature.
3. The Group meets online.
4. The Group makes a verbal or written request to join the WDRO ASC at the New Business portion of the ASC. Once a Group is voted a member by the ASC, that group will be counted for Quorum and be eligible to vote at the following month's ASC.

B. Each group is autonomous and responsible to ensure that their member trusted servants conduct their Narcotics Anonymous Meetings.

C. Each group is encouraged, to have their own online meeting platform., to host their own group conscience meeting and collect their own 7th tradition.

II. Elections

A. The WDRO area will have elections for area trusted servants as necessary.

1. Elections will be held annually in December or as needed.
2. In the event of a vacancy of an elected position in the ASC the WDRO ASC Chair can appoint a member(s) for up to (3) three months while the area seeks to fill the elected position.
 - Must promote vacancy for two months before holding an area vote
3. In the event that the Area Chair is vacant the Area Co-Chair will assume the appointing authority.

B. Vacancies-

1. When an elected position is vacant at the WDROA, a flier will be generated and posted on the website and Facebook group with an election date of two months in advance. The Chairperson will be responsible for the tasks performed by vacant position(s). If applicable, they may delegate tasks, but the point of accountability lies with the Chairperson.

C. Trusted Servant removal-

1. If an elected trusted servant of the WDRO Area does not show up to two consecutive ASC meetings and has not made any contact via phone, text, email or other form of communication to explain their absence to the Area chair and/or secretary, they will automatically be removed from their designated position.
 - a. Must promote vacancy for two months before holding an area vote.

- In the event of a vacancy of an elected position in the ASC the WDRO ASC Chair can appoint a member(s) for up to (3) three months while the area seeks to fill the elected position.

D. Voluntary resignation-

1. Voluntary resignation shall be given in writing via email or text or by telephone directly to the WDRO Area Chairperson or Secretary prior to the next WDRO Area business meeting.

a) In the event of a vacancy of an elected position in the ASC the WDRO ASC Chair can appoint a member(s) for up to (3) three months while the area seeks to fill the elected position.

- Must promote vacancy for two months before holding an area vote.

III. WDROA Event flyer guidelines-

A. All WDROA Event flyers must include:

1. an NA logo,
2. We Do Recover Online Area name, and
3. the time zone in which the event occurs. see Flyer Request Form in Addendum #3.

B. All WDROA event flyers must be approved by consensus by the following:

- i. Activities Subcommittee
- ii. Fellowship Development
- iii. Social Media Subcommittee.

IV. The WDRO Working Body

1. Standing Committees – the following are standing committees for the WDROA:

- Administrative
- Policy
- Activities and Recreation
- Hospitals and Institutions/Public Relations
- Fellowship Development
- Social Media
- Ad-Hoc (as needed)

2. WDRO Area Elected Trusted Servants

A. General

- All WDRO Area trusted servants shall, if necessary, submit a written budget at the ASC for review and approval
- Expenses above and beyond the budget throughout the year shall be brought to the area for approval by consensus
 - Budgets must be approved by WDRO ASC
 - The WDROA has called a moratorium on the discussion of the gender-neutral language until next conference cycle.

B. Area Chairperson

1. Qualifications

- 3 years continuous clean time; 12-month minimum commitment
- Previous experience as a committee chairperson at the level of the area or regional service, or prior experience as the Co-Chair is preferred, but not required.
- Have a working knowledge of shared documents/Spreadsheets
- Have a working knowledge of CBDM
- Experience with Virtual Video Conferencing Platform(s) as both host & participant

1. *Qualifications (cont.)*

- Be able to provide direction to other committee members
- Be able to manage multiple projects
- Have a Social Media Platform and/or email account to gain access to give/receive pertinent information
- Be able to effectively communicate issues affecting the site
- with members and those outside of the fellowship

2. *Duties*

- Checks the wdroarea@gmail.com email on a regular basis
- Chair Area meeting impartially, providing information and not opinions during discussions.
- Create and publish an area meeting agenda to be posted via social media Platform/email at least once week before the Area meeting (Will post to admin group before posting on WDRO group)
- Direct the Area meeting according to the agenda, unless proposals to change the order of the day are approved from the floor
- Will only have a vote as a result of a tie on any issue on the floor
- Will be given access to the site's email account(s) and password(s), and delegate those emails accordingly.
- Will be an admin for the ASC Virtual Video Conferencing Platform account.
- Admin for private We Do Recover Online Area Facebook group
- Will be the point of contact and responsible for vacant elected position tasks either by self, delegation or committee.

C. Area Co-Chair

1. *Qualifications*

Same qualifications as Chair with exception for-

- **2 years continuous clean time, 12-month minimum commitment**

2.. *Duties*

- Checks cochair.policy.wdroa@gmail.com email on a regular basis
- Fulfill all of the duties of the Area Meeting Chair, in their stead, if they should be unavailable for any length of time
- Be willing to move into the Area Meeting Chair's position should it become vacant for any reason
- Will attend all Area meetings unless an emergency prevents attendance
- Will be the person to reference policy during an area meeting should the need arise.
- Will also serve as the Area policy chair, chair policy subcommittee meetings as necessary, and update policy changes as approved by the area.
 - a) Will act as liaison between the Area Subcommittees and the WDRO ASC.
 - b) **It is strongly suggested the WDROA Co-Chair visit each area subcommittee at least once during their term**
- Will be given access to the Virtual Video Conferencing Platform account username and password
- Will be an admin for the Virtual Video Conferencing Platform account.
- The Co-Chair will update the WDROA policy as needed and will distribute a new policy packet at least once a year or as requested by the ASC.
- Administrator for private We Do Recover Online Area Facebook group.

D. Treasurer

1. Qualifications

- 5 years continuous clean time; 12-month minimum commitment
- Previous experience as a treasurer at the level of the group, area, or regional service or previous experience as co-treasurer for WDRO
- No history of misappropriating NA funds
- Have experience working with money or managing a budget
- Have experience with or the willingness to learn how to use the appropriate 7th Tradition app.
- Have experience with spreadsheet programs

2. Duties

- Checks the treasurers.wdroa@gmail.com email on a regular basis
- Train the Co-Treasurer in anticipation of handing off the position when the term is complete
- Maintain and develop the ASC bank account and other online financial services
- Be responsible for and have the username & password to the WDRO ASC 7th Tradition app. account
- Keep accurate balances of the group's finances via spreadsheet and update the spreadsheet
- Report at the Area meeting and submit a written report 3 days before the area in the shared drive folder.
- Pay all the group's financial obligations and provide copies of invoices and receipts via Social Media Platform and/or email
- Email all receipts to wdroarea@gmail.com and update spreadsheet with expenditures

E. Co-Treasurer

1. *Qualifications*

Same as Treasurer with exception of

- Minimum 4 years continuous clean time; 12-month minimum commitment with an understanding and. willingness to apply for the Treasurer position when it is vacant.

1. Have experience with and access to spreadsheets.
2. Previous experience as a treasurer at the level of the group, area, or regional service is preferred but not required.

2. *Duties*

- Checks the treasurers.wdroa@gmail.com email on a regular basis
- Fulfill all of the duties of the Treasurer in their absence, if they should be unavailable for any length of time, as directed by the Groups.
- Have the willingness to move into the Treasurer's position should it become vacant for any reason
- Assist the Treasurer in any necessary audits
- Verifies that the Site Administrator posts copies of all receipts and invoices, and that the links to the documents work as intended.
- Submit a written report 3 days before the area in the shared drive folder if the Treasurer is unable.

F. Secretary

1. Qualifications

- **2 Years continuous clean time; 12-month minimum commitment**
- Previous experience as a committee secretary at the level of a group, Area or Regional service. These are preferred, but not required.
- Have experience with and access to shared docs.

2. Duties

- Checks the asc.secretary.wdroa@gmail.com email on a regular basis
- Keep accurate minutes during the scheduled Area meeting
- Take roll call of all groups and trusted servants.
- Take roll call of all groups and trusted servants.
 - o The secretary will document members by the following:
Present (P)
Absent (A)
Excused (E)

G. Co-Secretary

1. Qualifications

All the qualifications of the Secretary with the exception of:

- 1 Year continuous clean time
- Understanding and willingness to assume the Secretary role when the Secretary is absent.
- Willingness to apply for the Secretary position when it becomes vacant.

2, Duties:

- Same as Secretary

H. Regional Committee Member (RCM)

1. *Qualifications*

- 4 years continuous clean time; 12-month minimum commitment
- Ability to multitask and be organized

2. *Duties*

- Checks the rcms.wdroa@gmail.com email on a regular basis
- Ability to communicate Regional and World Services information orally and in writing.
- Serves as a voting member of the WDRO Area at the Regional Service Committee meeting.
- Acts as a liaison to the Chicagoland regional body on behalf of WDRO Area member groups in coordination with the RCMA
- Acts as the voice of the group conscience of WDRO Area member groups at the Chicagoland Regional Meeting.
- Attends and represents WDRO Area at the Regional Service Committee meetings
- Submit a written report at the WDRO Area meeting 3 days before the area in the shared drive folder.

I. Regional Committee Member Alternate (RCMA)

1. *Qualifications*

- **4 years continuous clean time; 12-month minimum commitment**
- Ability to multitask and be organized

2. *Duties*

- Checks the rcms.wdroa@gmail.com email on a regular basis
- Ability to communicate Regional and World Services information orally and in writing.

3. *Duties (Cont.)*

- Serves as a voting member of the WDRO Area at the Regional Service Committee meeting if the RCM is not in attendance.
- Assists the RCM in the performance of their duties
- shall perform the duties of the RCM if the RCM is unable to do so.
- Acts as a liaison to the Chicagoland regional body on behalf of WDRO Area member groups in coordination with the RCM

J. Activities and Recreation Chairperson

1. *Qualifications*

- **2 years continuous clean time; 12-month minimum commitment**
- Ability to multitask and be organized
- Experience with planning events is preferred but not required.

2. *Duties*

- Shall organize virtual WDROA events.
- Checks the recs.and.acts.wdroa@gmail.com email on a regular basis
- Shall coordinate all Area Events with the Social Media

Coordinator/Committee

- Shall submit comprehensive verbal reports at all regular WDRO Area meetings and submit a written copy of this report 3 days before the area meeting in the shared drive folder.
- Is required to hold four (4) events per calendar year which will include the following:
 1. February - Love Speakathon
 2. Summer - Freedom from active addiction
(Open Mic/Talent Jam)
 3. Fall - Virtual Anniversary Banquet
 4. Winter - Holiday Marathon Meetings

K. Fellowship Development (FD)

1. *Qualifications*

- **2 years of continuous clean time; Minimum 12-month minimum commitment**

2. *Duties*

- Checks the gsl.wdroa@gmail.com email on a regular basis
- Attend meetings that have been absent at area rollcall to assess group status:
 - A. Ask if the group is continuing in the WDRO area, and how the liaison can help the group if it lacks support
 - B. If the group no longer meets, coordinate the update with the WDRO Social Media Chair and remove them from the WDRO directory, BMLT, and virtual NA.org
- Update and maintain Area announcements in coordination with the Social Media Subcommittee as needed, a minimum of once per week, for edits and ensure they are available in the shared drive folder. Be sure to check with all subcommittees about current events.
- Assist groups and/or subcommittees of WRDO with flyers as needed and ensure they are up to date using the Flyer Request Form (located in Addendum #3)
- Assists Social Media Subcommittee with the distribution of flyers on social media platforms
- Make sure flyers are added to the Regional Events calendar and any other appropriate service bodies
- Service Guide Mentorship-
- FD Subcommittee will provide mentors for Trusted Servants of the groups and the Area as needed.
- Provide on-boarding letters for all GSRs.

2. *Duties* (Cont.)

- FD Subcommittee will seek mentors Provide Updates for the WDRO Area website and private Social Media page in coordination with the Social Media Subcommittee.
- Assist groups and/or subcommittees of WRDO with flyers as needed and ensure they are up to date using the Flyer Request Form (located in Addendum #3)
- Assists Social Media Subcommittee with the distribution of flyers on social media platforms
- Make sure flyers are added to the Regional Events calendar and any other appropriate service bodies

L. **H&I/Public Relations**

1. *Qualifications*

- **2 years continuous clean time; 12-month minimum commitment**
- Ability to multitask and be organized
- Experience with public outreach and private facilities preferred, but not required.

2. *Duties*

- Checks hipr.wdroa@gmail.com email on a regular basis
- Shall develop the WDRO ASC public social media material to be submitted to the Social Media Subcommittee (who will then post) in adherence to NA guidelines such as PR Handbook and The Social Media Booklet
- WDRO H&I/PR will only handle requests for online-only services in keeping with the area's primary purpose. Will oversee all H&I Work as outlined in the H&I Handbook
- The WDRO H&I/PR Subcommittee will send all H&I/PR requests that are not completely virtual to the appropriate service bodies before taking any actions.
- Shall be represented at the WDRO ASC.

2. Duties (Cont.)

- Shall be represented at the Chicagoland Regional H&I/PR Workgroup meeting, also submit a written report from WDRO ASC
- Shall submit comprehensive verbal reports at all regular WDRO ASC meetings and submit a written copy of this report in adherence to WDRO ASC policy
- An H&I/ PR Chairperson shall be nominated by the H&I/PR subcommittee and formally elected during December's WDRO ASC meeting or elected as needed.
- H&I/PR Chairperson shall make a motion for any funds needed for supplies and materials for the Subcommittee to carry the message
- The H&I/PR Chair shall act as lead on all WDRO ASC public relations and H&I work, and delegate accordingly to the H&I/PR. Subcommittee and work in concert with the Social Media Subcommittee

M. Social Media Coordinator

1. Qualifications

- **2 years continuous clean time; 12-month minimum commitment**
- Ability to multitask and be organized
- Experience with operating social media is preferred, but not required.

2. Duties

- Checks the social.media.wdroa@gmail.com on regular basis
- Shall maintain the WDROA social media presence in adherence with NA guidelines such as found in the PR Handbook and the social media Booklet.
- Shall be represented at the WDRO ASC, Coordinate with all elected positions and subcommittees of the WDRO Area.
- Shall submit comprehensive verbal reports at all regular WDRO ASC meetings.

2. *Duties (Cont.)*

- Shall submit a written copy of this report in adherence to WDRO ASC policy
- Elected during December's WDRO ASC meeting or elected as needed
- The Social Media Coordinator shall make a motion for any funds needed for supplies and materials for the committee to carry the message
- The Social Media Coordinator shall act as lead on all WDRO ASC social media campaigns, and delegate accordingly to the Social Media Workgroup.
- Social Media will maintain and post any and all updated material from H&I/PR to the public pages
- Admin for private We Do Recover Online Area Social Media Platforms
- Admin for all WDRO ASC Social Media outlets
 - Coordinate with the Secretary and Area Chair, and is the point of contact to assign WDROA email contacts for all elected positions.

N. Ad Hoc (if applicable)

Note: Ad Hoc Committees are formed on an as-needed basis. Any member of We Do Recover Online Area of NA may recommend the formation of an Ad Hoc Committee.

1. Qualifications

- 2 years continuous clean time
- Ad hoc commitment will last until resolved
- Ability to multitask and be organized
- Experience with the related issue

2. Duties

- Based on the goal of the committee
- Shall submit comprehensive verbal reports at all regular WDRO ASC meetings and submit a written copy of this report as well as subcommittee minutes to the WDRO ASC Secretary at each regular WDRO ASC
- Subject to review every six months of activity.

Addendum #1

Date:

WDRO Area Meeting Agenda

Service workers prayer:

“GOD, grant us knowledge that we may serve according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours - in order that no addict, anywhere, need die from the horrors of addiction.”

The Twelve Concepts of Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions
7. 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.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

The Twelve Traditions of NA

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions.

As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

(over)

1. Opening Readings; service worker's prayer, 12 Concepts, 12 Traditions as above
2. Roll Call (announce Quorum) Half current membership plus one
3. Read and or Approve the last month's minutes
4. Welcome new GSRs/group members
5. Ask participants for any Recovery Anniversaries or Belly Button Birthdays.
6. Subcommittee reports.
 - a. Policy & Administration-
 - b. Recreation & Activities-
 - c. Fellowship Development-
 - d. RCM Report-
 - e. Social Media-
 - f. H&I/PR-
 - e. Treasurer Report-
7. GSR Reports – if there is ample time, read by the Secretary. See GSR Report Form, Addendum #4
8. Old Business
 - a. Elections ()
 - b. Any old business/questions?
9. New Business
 - a. Questions from any groups visiting/New group requests
 - b. Group concerns/requests
 - c. Training session
10. Closing

Time slots:

Intros/Readings (section 1-3) -15 minutes

Subcommittee Reports (section 4) - 25 minutes

GSR Reports (section 5) - 10 minutes

Old Business (section 6) - 20 minutes

New Business (section 7) 20 minutes

Next ASC meeting Date:

Addendum #2

NA ACRONYMS GLOSSARY

ASC -Area service committee: Local service body consisting of GSRs and other elected trusted servants.

CAR -Conference Agenda Report: A publication that consists of business and issues that will be considered during the WSC.

CAT -Conference Approval Track: A collection of additional material for discussion and decision at the WSC.

CBDM -Consensus-based decision making: Decision-making process where members work together to find or create solutions.

FD -Fellowship development: NA service devoted to starting and nurturing new NA communities and helping existing communities to continue growing.

FIPT -Fellowship Intellectual Property Trust: A legal trust that serves as custodian for NA's literature and logos.

GLS -A Guide to Local Services in NA: A service handbook intended to serve as a resource for NA groups, areas, and regions.

GSF -Group support forum: A discussion-oriented body focused on the needs of the groups.

GSR -Group service representative: Trusted servant elected by an NA group to participate on its behalf at the ASC or other local service body.

H&I -Hospitals and institutions: NA service devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.

IDT -Issue Discussion Topic: Specific topics selected for discussion that concern the Fellowship as a whole. IP Informational pamphlet: Short piece of recovery literature.

LSB -Local service board: Administrative body of the LSC.

LSC -Local service conference: A strategic, planning-oriented local service body.

NAWS -Narcotics Anonymous World Services: Service body that deals with the problems and needs of NA as a whole.

Addendum #2 (Cont.)

NA ACRONYMS GLOSSARY

PI -Public information: NA service devoted to sharing information about NA to government and private agencies, the public media, community leaders, those in the helping professions, and the community-at large. (In many communities, a PR workgroup or committee now does this work.)

R -Public relations: NA service devoted to creating and maintaining relationships with members, potential members, and the general public.

RCM -Regional committee member: Trusted servant elected by an ASC to participate on its behalf at the RSC.

RD -Regional delegate: Trusted servant elected by an NA region as a voting participant at the WSC.

RSC -Regional service committee: Service body consisting of ASCs and/or other types of local service bodies.

RSO -Regional service office: Local NA service center or literature distribution point.

SP -Service pamphlet intended for use as a resource for groups and service bodies.

WB -World Board: The service board of the WSC, dedicated to the continuation and growth of Narcotics Anonymous by providing support to the Fellowship and oversight of the WSO.

WCNA -The World Convention of NA: Celebration of recovery and unity held every three years in a different part of the world.

WDRO AREA -We Do Recover Online Area: A collection of groups that only meet in the virtual environment.

WSC -World Service Conference: Service meeting that brings all elements of NA World Services together.

WSO -World Service Office: The main service center for the NA Fellowship.

ZD -Zonal delegate: Trusted servant elected by a zonal forum that is eligible for seating at the WSC as a voting participant. (Note: A zonal forum is a service body consisting of multiple regions.)

Addendum #3

WDROA Flyer Request Form:

For Area WDROA committees, groups, and members needing flyer please fill out this form and email it to wdroaflyers@gmail.com . *Turn around for flyers is 48 to 72 hours.* Make sure to attach any needed logos or documents.

WDROA Flyer Guidelines (to be presented at WDROA area meetings and events please follow these guidelines:

- A. All WDROA Event flyers must include=
 - 1. an NA logo,
 - 2. We Do Recover Online Area name, and
 - 3. The time zone in which the event occurs. Note: Flyer information in our events calendar on our webpage will list the event time in the Central Time Zone
- B. All WDROA event flyers must be approved by consensus by the Activities Subcommittee, Fellowship development or the social media subcommittee

Please answer the questions below carefully for maximum flyer exactness-

Event title (the name of the event)

Event Description: (A brief summary of what the event is)

Event date: (dd/mm/yy)

Event Start Time: (please include time zone)

Event Duration: (how long is your event?)

Type of Event (examples; Speak-A-thon, talent show, workshop etc.)

Who is hosting the event? (what is the name of the service body holding the event)

Event Id and Password (Include any virtual meeting ID's, Passwords, dial in numbers etc.) Event contact Info (include any associated, names, emails , phones numbers, website, etc.)

Design info (any colors, logos, mottos, etc. that need to be on the flyer)

Addendum #4
GROUP SERVICE REPORT FORM LINK-

https://docs.google.com/forms/d/1ddThBkppjCbmdo_uuXuie7326kub2XAr4pEtaTUMDEc/viewform?edit_requested=true

GSR Report Form- This is a form to complete prior to each area with updates from each meeting in the WDRO Area

Email

GSR Name (First name, Last Initial)

Name of Member giving report (ONLY if different from GSR) (First Name, Last Initial)

Select Meeting You Are Reporting For

Average Meeting Attendance (weekly)

Group Report (How is the group doing, any issues, bombers, etc)

Meeting Requests/Needs From the ASC

Addendum #5
New Group Questions

- 1. How long has your NA group met?**
- 2. Does your group meet exclusively online?**
- 3. What online platform does your group use?**
- 4. How many meetings per week does your group host?**
- 5. Does your group have an elected service structure, ie, GSR, Secretary, treasurer, etc?**
- 6. Does your group collect a 7th Tradition?**
- 7. Does your Group use current Narcotics Anonymous conference approved literature? ("The clarity statement can be read as a part of a meeting format but not as an NA reading")**
- 8. Do you have a copy of the WDROA policy?**
- 9. How can this Area serve your group?**
- 10. Do you have any questions for us (WDROA)?**