

Guidelines for the Training Subcommittee of the MHASC

I). Definition and Purpose of the Subcommittee:

The Mile High Area Training Subcommittee (hereafter referred to as the Subcommittee) is a volunteer group of the fellowship of Narcotics Anonymous. The purpose of the Training Subcommittee is to provide education primarily to the MHASC GSR's and GSRA's about the responsibilities of their position, general descriptions of other positions held at the MHASC and any training for the MHASC members deemed necessary by the MHASC. All activities directed toward that end shall be carried out in accordance with the Twelve Steps of Narcotics Anonymous, the Twelve Traditions of Narcotics Anonymous, the Twelve Concepts of Service of NA, "A Guild to Local Services" book, and all Narcotics Anonymous published information.

As a Subcommittee of the Mile High Area Service Committee (MHASC) we shall maintain effective communication and cooperation with the MHASC. Meetings are open to all members of the N.A. fellowship.

II). Functions of the Subcommittee:

- A) To hold regularly scheduled meetings
- B) To communicate and disburse all information to and from all volunteers.
- C) To provide representation for participation in the MHASC.
- D) To elect and/or appoint members to fulfill the needs of the subcommittee.
- E) To educate the fellowship at large and train volunteers.
- F) To maintain an archive of all minutes.
- G) To assist, if possible, other NA service bodies upon their request.
- H) To provide a Subcommittee member to the MHASC monthly meeting for orientation of new GSR's.

III). Structure of elected Positions:

The elected Positions of the Subcommittee shall consist of a Chairperson, Vice-Chairperson, and Secretary. All positions, with the exception of the Chairperson, who is elected by the MHASC, are elected by a consensus of the Subcommittee.

All terms of office are one (1) year with eligibility for a second term of one (1) year, followed by two (2) years of ineligibility for that position.

If an elected committee member becomes unable to discharge the duties of that position, a successor shall be named by the Chairperson and approved by the Subcommittee at the next business meeting. Should the Chairperson be unable to discharge the duties of that position, the Vice-Chairperson will automatically assume the position of the chairperson until the next MHASC meeting where a new Chairperson will be elected or appointed.

IV). Qualifications and Duties of Elected Committee Members:

A). Chairperson: elected by the MHASC - see MHASC requirements and responsibilities in the MHASC guidelines on the web at nacolorado.org.

Responsibility to the subcommittee includes:

- 1) Preside at subcommittee meetings
- 2) Prepare an agenda for each meeting
- 3) Maintain order at the meeting
- 4) Provide a report and representation of the subcommittee at the monthly MHASC meeting.
- 5) Attends all Subcommittee activities.
- 6) Submits a quarterly budget of the administrative committee for approval by the MHASC, one quarter in advance.

B). Vice-Chairperson: Suggested clean time requirement of one year.

Responsibility of the position includes:

- 1) Assume the duties of Chairperson in the Chairpersons absence.
- 2) If the office of chairperson should become vacant, the Vice-Chairperson assumes the duties of the Chairperson until a Chairperson is elected or appointed by the MHASC.
- 3) Works closely with the Chairperson to become familiar with all aspects of the Chairpersons responsibilities.
- 4) Work with volunteers to ensure that they are trained and willing to meet their responsibilities.
- 5) Attends all Subcommittee activities.

C). Secretary/Treasurer: Suggested clean time requirement of one year.

Responsibility of the position includes:

- 1) Record minutes of all meetings of the Subcommittee and maintaining archives of prior meeting minutes and related materials.
- 2) Copy and distribute minutes from Subcommittee meetings.
- 3) Keeping current records of all Subcommittee members including address, phone numbers and email address
- 4) Is responsible for any printing or copying (fliers etc.).

V). Meetings and Membership

The Subcommittee shall meet at a scheduled time and place that is well publicized, encouraging all members of the Fellowship to attend. Meetings may include, but are not limited to training about:

- 1) Conference Agenda (CAR) Reports
- 2) Service positions within the MHASC
- 3) Focus issues (i.e.: encouraging service participation, conflict resolution, etc.)

Approved by Consensus 4/3/05

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