

# Guidelines for the Training Subcommittee of the MHASC

Approved April 2010

## **I. Definition, Purpose, and Functions of the Subcommittee**

- A. Definition: The Mile High Area Training Subcommittee (hereafter referred to as the Subcommittee) is a volunteer group of the fellowship of Narcotics Anonymous that exists to provide training to the MHASC.
- B. Purpose: 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 as recommended by the MHASC.

## **II. Functions**

- A. The primary function of the Training Subcommittee is to provide GSR orientation and education;
- B. Preparing and providing training packets to GSRs, and any other trusted servants as requested by the MHASC;
- C. To provide training on MHASC guidelines and voting procedure, as requested by MHASC.
- D. To hold workshops on such topics as the Twelve Concepts, the Guide to Local Service, or the NA Service Structure, as requested by MHASC.
- E. To provide representation for participation in the MHASC; and,
- F. To educate the fellowship at large and train volunteers;

## **III. Elected Positions: Structure, Qualifications and Duties.**

- A. Structure
  - i. The elected positions of the Subcommittee are Chairperson and Vice-Chairperson. The Chairperson is elected by the MHASC; the Vice-Chairperson is elected by the Subcommittee.
  - ii. All terms of office are one year in duration with eligibility for a second term of one year, followed by two years of ineligibility for that position.
  - iii. Should the Chairperson be unable to carry out 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.
- B. Chairperson
  - i. The Chairperson is elected by the MHASC. (See "Guidelines of the Mile High Area Service Committee of Narcotics Anonymous".)
  - ii. The Training Chair should have an intimate knowledge of the duties of the GSR, the policy and procedures of the MHASC, and a good working knowledge of the Guide to Local Service and the duties of all members of the MHASC.
    - 1. Responsibilities of the Chairperson include:
      - a. Ensure the Subcommittee prepares a training program, under the direction of the MHASC.
      - b. Being ultimately responsible for the Subcommittee fulfilling its commitments.

- c. Supplying direction and vitality for the Subcommittee.
- d. Looking for ways to improve the effectiveness and range of service which the Subcommittee provides. Gather ideas and energy from other Subcommittee members, other recovering addicts, and other resources.
- e. Representing the Subcommittee at the monthly MHASC meeting and providing a report to MHASC of the Subcommittee's activities.
- f. Preparing an agenda for the monthly Subcommittee meeting and presiding at the meeting.
- g. Overseeing the creation of an annual and quarterly Subcommittee budget to be submitted to the MHASC as outlined by the MHASC guidelines.