



Narcotics Anonymous®

South of Fraser Area

Service Committee Meeting

Date: August 9, 2026

Meeting Opening

- Meeting initiated by facilitator after a moment of silence & 3rd step prayer at 5:01pm.
- Groups represented: 14, Total Attendance: 21, Members at large: 2

ASC Executive, Sub-Committee Chairs and Liaisons - Attendance

Trusted Servant Positions	Name	Present?
Facilitator	Ken	☒
Co-Facilitator	Stacy	☒
Secretary	Alex	☒
Treasurer	Leanne	☒
RCM 1	Jenna	☒
RCM 2	Rhaea	☒
Activities Chair	OPEN	
Literature Chair	Christina	☒
Outreach Liaison	OPEN	
H&I Chair	Jenny	☒
P.I. Liaison	Zach	☐
P.R Chair	OPEN	
Phonelines Liaison	Ainslie	☐
Newsletter Liaison	OPEN	
Postal Communications	Samantha	☐
Web-Coordinator	Aaron	☐
Guidelines Point-person	OPEN	

SOFA Groups	GSR		ALT GSR	
Suicide Solutions	Fred	☒	TBD	☐
Cloverdale NA	TBD	☐	Christina (acting)	☒
Tuesday Night Fireside	Tony	☐	Darnell	☐
Changing Ways	Marko	☒	Brian	☒
Serenity by the Sea	Ron	☒	TBD	☐

New Desires	James	☐	Ever	☐
Resurrection	Victoria	☒	TBD	☐
Freedom from Active Addiction	Haley	☐	TBD	☐
Not Without Surrender	Samantha	☐	Don	☐
No Shit Group	Aaron	☒	TBD	☐
Good day to be Clean	Brooke	☒	Alex (acting)	☒
Langley Saturday Night NA	Kyler	☐	Leanna (acting)	☒
Never Ending Journey	Trevayne	☒	TBD	☐
The Next Right Thing	Kirk	☐	Tiana	☒
A Bridge to Hope	TBD	☐	TBD	☐
Friday Night Fight	Matt	☐	Querida	☐
Hope Fiends	Freddy	☒	Danielle	☐
Fan the Flame	TBD	☐	Jamie	☒
Unashamed Addicts	Rhaea (acting)	☒	TBD	☐

Member at Large	Homegroup
Alex	Never Ending Journey
Aida	Langley No Shit

Trusted Servant Reports:

Each group report from the acting chair is attached below:

Facilitator:

- Ken – Present. Reported the following:
 - Good evening, everyone! Welcome to this month's SOFA service committee meeting. My name is Ken, and I am an Addict.
 - I'd like to open this meeting with a moment of silence followed by the **Third Step Prayer**.
Many of us have said: Take my will and my life, guide me in my recovery, show me how to live.
 - If there is anyone attending this area meeting for the first time? Please introduce yourself so we know who you are.
 - Can someone please read:
 - Tradition 8 - Jenny
 - Concept 8 - Victoria
 - The Area Service Respect Statement - Jamie
 - Spad
 - I'd like to remind us all of our **Mission Statement**:
The mission of this Area's Trusted Servants is to serve the groups of Langley, Surrey, North Delta, White Rock, and any other group wishing to be represented by the Area, in a spirit of co-operation and goodwill. Our mission is to create unity and fellowship between all the groups in our Area, and their members.

- We will now go **around the room** with **introductions** starting to my left.
 - Does anyone have any **questions regarding last month's minutes**? If anyone here did NOT get the minutes from the last ASC meeting, **please make sure Alex gets your email address**.
 - Does anyone have any **questions**?
 - **A copy of Concept 8; Key Takeaways is enclosed at the end of these minutes.**
-

Co-Facilitator:

- Stacy – Present. Reported the following:
 - Nothing to report at this time.
-

Secretary:

- Alex – Present. Reported the following:

Since the last ASC, a number of concerns have been identified regarding communication between Regional, Area, GSRs, and the Secretary role.

Communication of Regional Feedback Requests

During the review of recent Regional business, it became apparent that requests for group feedback are not always being communicated with sufficient clarity for effective distribution to GSRs and groups.

Specific issues identified include:

- Requests for group feedback being referenced without clear wording or specific questions to be presented to groups.
- Lack of guidance regarding how feedback is to be collected and reported back.
- Discussion items, surveys, and proposals being referenced without clear indication whether they are informational only or require group conscience and response.
- Reliance on ASC minutes as the primary method of communicating Regional requests without corresponding written instructions identifying exactly what information is expected from groups.

As Secretary, I rely heavily on written reports, proposals, and information provided by trusted servants when preparing minutes and communications. Where reporting lacks specific direction, it becomes difficult to accurately distinguish between information being shared for awareness and information requiring action or feedback from groups.

Travel Rate Proposal

A recent example involved the Regional travel rate proposal. Based on my understanding of the discussion, background information provided, and available reports, I believed the proposal had been approved. It was later clarified that the proposal required feedback from groups.

This highlighted the need for:

- Clear identification of proposals being returned to groups.
- Specific questions requiring group input.
- Reporting deadlines.
- Instructions regarding how GSRs are expected to collect and submit responses.

Secretary Role Concerns

Over the past reporting period, concerns were raised regarding information not reaching groups as intended. This has highlighted what appears to be a broader process issue regarding communication responsibilities within our service structure.

The Secretary's role is to:

- Record and distribute reports.
- Record and distribute minutes.
- Facilitate correspondence.
- Maintain records of Area business.

The Secretary can only communicate information that is provided by trusted servants and reflected in reports, discussions, and motions. Where specific communication objectives exist, clear direction and wording are necessary to ensure accuracy and consistency.

It is also worth noting that concerns regarding minutes can generally be corrected quickly when brought forward in a timely manner. Earlier identification of communication concerns allows corrections to be distributed promptly and helps prevent unnecessary delays in obtaining feedback from groups.

Recommendations

To improve communication moving forward, I recommend that any item being sent to groups include:

- Exact wording or questions for groups to consider.
- Purpose and intent of the item.
- Relevant background information.
- Whether feedback is being requested or information is for awareness only.
- Clear instructions regarding how and when feedback is to be reported back.

Implementing a standardized process would help reduce misunderstandings, improve communication between service levels, and better support GSRs in fulfilling their role as the link between the groups and the service structure.

Submitted in service,

Alex Otter

Secretary

South of Fraser Area Narcotics Anonymous

- Discussions:
 - Leanne recommends just attaching reports to minutes with no elaboration to alleviate capacity and communication concerns.
 - Discussed GSR reports – Alex explains that in other areas, GSRs write their own reports, and the fact we provide GSR announcements is an added service, not part of the secretary's role.
 - When writing announcements, Alex would put feedback requests in these but they'd be mistakenly announced at meetings instead of in business meetings for the group.
 - There needs to be a separate report from GSRs to report feedback requests and other group-specific updates from area outside of regular announcements.

- Alex suggested GSRs writing their own reports (Fred points out that Ron, Serenity by the Sea, is a key example of one GSR who writes his own group report)
 - Either way members agree that GSRs need to take a more active roll and take notes during area.
 - Alex adds that if anyone has feedback for a service member or suggestions on how that role can be serviced better, that member should be prepared to step in and assist with that task, noting the only members to offer help last month when issues were raised were Ken and Stacy while neither Ken or Stacy raised issue with the current process.
 - Alex also adds that we need to be more cognizant of new GSRs who come to area. Groups almost never explain what the GSR role is or what any new GSR needs to do while acting on behalf of their group.
 - Members acknowledge that without the outreach role, GSR orientations have not been facilitated
 - Stacy offers help with this, asks if we should have a review of the GSR role next month?
 - All agree, Ken has a copy of the GSR Basics and Alex will attach to minutes
 - Alex (male) advises he has a copy of the West Coast Area GSR booklet which may help
 - Stacy to review that booklet in prep for GSR review.
 - **A copy of the GSR Basics Booklet is enclosed at the end of these minutes.**
-

Treasurer:

- Leanne – Present. **Treasurer report is attached at the end of the minutes.**
 - Cancel regional check & reissue, proposal to tie another \$1,000.00 instead
 - All say yes
-

RCM 1:

- Jenna – Present. **RCM 1 Report is attached at the end of these minutes.** Reported the following:
 - General elections reminder
 - Jena provided a statement regarding personalities and recent challenges
 - Outside sales – feedback from Groups?
 - Groups state that this never happens but ok w it if no traditions are broken and it's happening away from meeting or offsite, per Ron and Rhaea
 - Christina says her members shut it down if not to do with NA
 - Jamie states he agrees with comments among his groups and wonders if it should be out in the guidelines explicitly
 - We have no opinion in outside issues, other members point out.
-

RCM 2:

- Rhaea – Present. Nothing to report.
-

Activities Chair: OPEN – please bring back to your groups.

Literature Chair:

- Christina – Present. A copy of the **Literature Report was not received – should you require a copy please follow up with Christina directly.**

- Christina outlines some important reminders:
 - Please include contact information on literature orders so that if Christina has any follow up questions she can reach out directly.
 - For inquiries / questions, please contact Christina by cell, service members do not check their service email inboxes on a regular enough basis to ensure prompt response, and this could delay your order to the following cycle.
 - When ordering fobs order in 5s or 10s
 - When paying with cash, please bring exact change given that Christina does not carry a cash float and cannot give you change. Best practice is payment by cheque.
 - **A blank Literature Order Form is attached to the end of the minutes.**
-

Outreach Liaison: Position Open – **please bring back to your groups.**

H & I Liaison:

- Jenny - present. Reported the following:
The H&I Chair provided updates regarding active panels, literature accessibility, and panel leadership needs.

Literature Rack Placement

Discussion took place regarding the placement of the literature rack at one of the facilities. The facility has offered a TV room and a storage space; however, the storage space is not large enough to accommodate the literature rack. A request was made for Area input regarding whether the literature rack should remain in the TV room, as this location is considered more accessible to clients who may not attend the H&I panel directly. Concerns were raised that if the rack remains in the TV room, a process will need to be established to ensure it is monitored and maintained regularly. Responsibility for oversight may need to be assumed by panel leaders or another trusted servant.

Facility Liaison and Communication

The H&I Chair acknowledged Greg's assistance with facility communications and follow-up efforts. Ongoing correspondence with the facility is expected regarding literature and access arrangements.

Phoenix Centre Panel Leadership Vacancy

The Phoenix Centre panel has formally requested a second Panel Leader. It was suggested that this service opportunity be announced to the fellowship before any appointment is made. Interested members are encouraged to contact H&I directly.

Suggested qualifications discussed include:

- Minimum one year clean time.
- Working knowledge of the Twelve Steps.
- Ability to carry a clear NA message.
- Compliance with H&I requirements regarding complete abstinence from all drug replacement therapies.
- Ability to engage and rotate panel speakers to provide clients with varied recovery experiences and perspectives.

Panel Development and Resources

The H&I Chair advised that a panel binder has been prepared for use at the Phoenix Centre. Additional work is underway to organize and improve panel materials, including preparation of readings and supporting literature. A Basic Text will also be made available at the facility.

Questions/Requests to Area

- Area guidance is requested regarding whether the literature rack should remain in the TV room for broader client access.
- Fellowship members are asked to announce the need for a second Phoenix Centre Panel Leader and direct interested members to the H&I Chair.

Public Information Liaison:

- Zach – Absent: **PI Report is attached at the end of these minutes.**
- Alex Reported (obo Zach) **Proposal** to return basic text copies from Basic Texts in Schools Initiative – no traction.
- **All Agree.**

Newsletter Liaison: Position Open – **please bring back to your groups.**

- Alex (acting) Reports:
 - She is stepping down from the acting position because she receives the same feedback regularly; namely that the “basic news and meeting list updates are not just about cakes and events” yet no specifics as to what she may be missing from the Regional service members who keep repeating it.
 - No acknowledgement within feedback that the updates don’t only include cakes and events but also updates to panels, positions, and announcements, not just cakes and events.
 - Growing frustration with the secretary position has ultimately resulted in her decision to step down.
- Members ask for specifics out of curiosity:
 - Alex advises she used to write out all the info from the handouts each month but was advised information was missing.
 - Began simply sending a scan of the handout to the basic news email, given this is the handout that was used by the last liaison, but repeatedly advised of missing information.

Phonelines Liaison:

- Ainslie – Absent.

Postal Communication Officer:

- Samantha – Absent. Jenny advises Sam has nothing to report.

Guidelines Point Person:

- Jenna reports:
 - The Guidelines Workgroup presented the proposed revision of the SOFA Guidelines along with a companion document explaining the rationale, sources, and nature of the proposed changes.
 - The workgroup advised that the companion document was created to assist groups and GSRs in reviewing the proposed revisions by explaining what has changed, why changes are being proposed, the source material

relied upon, and whether each change represents a new procedure, clarification, consolidation, or reorganization.

- The workgroup reported that many of the revisions are intended to improve organization, clarity, and readability of the guidelines. One significant proposed change relates to Levels of Decision-Making Authority. This would introduce a formal process for determining whether a matter should:
 - Go back to groups for consultation and group conscience.
 - Be decided by GSRs at Area on behalf of their groups.
 - Be decided by the ASC body directly.
 - The workgroup explained that this process is adapted from the BC Regional Guidelines and reflects procedures that Area already uses informally. Its purpose is to protect group authority while recognizing that not all operational decisions require a return to groups.
 - The workgroup emphasized that the overall goal of the revision is to improve communication, strengthen accountability, clarify responsibilities, and create a more user-friendly guidelines document for trusted servants and groups.
 - Jenna explained that the workgroup originally intended to bring the revisions forward in smaller stages but decided it would be more effective to provide the complete package at once and allow groups several months to review it.
 - Jenna advises that the Active and Inactive Groups section introduces a new procedure whereby groups not represented for three consecutive Area meetings would be considered inactive until representation returns. The intent is to improve communication and engagement, not to penalize groups.
 - Jenna emphasized that the proposed changes are intended to improve communication, integrity, unity, and participation within the service structure and are not intended to be punitive, exclusionary, or bureaucratic.
 - Many of the revisions are administrative, organizational, or housekeeping in nature, while the Levels of Decision-Making Authority section represents the most substantial change.
 - Stacy encouraged GSRs and groups to review the material at whatever pace works best for them and reminded the body that workgroup members are available to attend group business meetings, workshops, or discussions to assist with the review process.
 - Members suggested creating simplified summaries or key-message documents to assist GSRs in communicating the proposed changes to their home groups.
 - Alex suggested using technology such as web forms, online surveys, or digital polling tools to assist groups in reviewing the proposed revisions and providing feedback. Will coordinate with Aaron.
 - Members agreed that groups should take the documents back for review over the coming months and report back regarding any questions, concerns, or additional support that may be required.
 - Other Discussions:
 - One member suggested that the proposed guideline revisions could be difficult to present to groups in their current format and expressed the intention to distill the material into key messages that would be easier for home groups to discuss and understand.
 - Stacy offered support in reviewing summarized materials to ensure important points are accurately captured before being brought to groups.
 - Ron / Jamie noted the importance of effective communication and expressed concern about overwhelming groups with large volumes of information.
 - Copies of the **Guidelines August 2026 Markup** and the **Guidelines Comparison Doc** are attached at the end of these minutes.
-

Web Coordinator:

- Aaron – Absent. Reported to Alex:
 - Nothing to report.
-

Public Relations Chair: Position open, please bring back to the groups.

- Greg (Acting) Reports:

Dear Area,

Since the last Area meeting I made contact with a staff member at the Creekside Detox facility. We had a good conversation and I was able to check on the NA Literature rack. I did some clean up... making sure our NA rack contained only NA Literature, as some other fellowships Literature had drifted between the racks...

I also removed some older Meeting Lists (January to April 2026) and added some current ones (May to August 2026) that I had with me...

I gave my contact information to the staff member to have the Detox Manager contact me...

During this time I have been keeping Jenny updated as to my efforts...

A couple of weeks later the Detox Manager, Fraser, called me back and let us know that they do want the NA panels to resume at their facility. He noted that a number of his staff members and spoke up about the value of having the panel meetings coming into their facility. He was going to send me an email in a couple of days confirming the startup date, however, I did not receive one from him...

So, last week I went to the facility and was able to meet with him in person...

I re-assured him all our NA volunteers are orientated on the Do's and Don'ts and that we follow Traditions when it involves interacting with the public... he was happy to hear this...

He showed me the room on the 2nd floor and their facility where they want the panel

The is also some storage in this meeting room, however the shelves are only about 12 inches tall and 12 inches deep...

Anyway, at this point we are still waiting to the email from Fraser for the official go ahead... hopefully we will see the email this week...

Thank you for allowing me to be of service.

YIS,

Greg J. (acting SOFA PR Chair)

BREAK: 6:09PM

NA SERVICE PRAYER read by member.

GSR Reports:

A Bridge to Hope – Absent.

Changing Ways – Marko Reports: Nothing to report. Average attendance: 30. Group contribution: \$0. No support needs indicated.

- Vote on Guidelines Changes:
 - Did not Vote

Cloverdale NA – Christina reports: Desperate need for a GSR and more members. Group reports carrying strong recovery messages in meetings and seeing newcomers attend. Support needed from members, trusted servants, and women. Average attendance: 25. Group contribution: \$0.

- Events:
 - BBQ, August 10th before meeting
- Vote on Guideline Changes:
 - Did not vote

Fan the Flame – Jamie reports: Group discussed reimbursement guideline changes. Trusted servants wanted clarification regarding rate. Most members agreed with the reimbursement changes and allowing all members to vote. Support needed in all categories. Average attendance: 12. Group contribution: \$0.

- Vote on Guideline Changes:
 - Yes x 2

Fireside – Absent.

Friday Night Fight – Absent.

Freedom From Active Addiction – Absent.

Good Day to Be Clean – Brooke Reports: Nothing to report. Group agreed with reimbursement of gas and agreed that elected members should be able to vote. Average attendance: 25-30. Group contribution: \$0. No support needs indicated.

- Cakes:
 - Alex, 1 year, Aug 22, 2026
- Vote on Guideline Changes:
 - Yes x 2

Hope Fiends – Freddy reports: Group is doing well and attendance remains strong. Support is needed from women, members, and people with clean time. Average attendance: 20-40. Group contribution: None.

- Vote on Guideline Changes:
 - Did not vote

New Desires – Absent.

Never Ending Journey – Trevayne Reports: Need Home group members who are willing to do service. Group agreed to gas reimbursement and allowing all members to vote. Support needed from members, women, and people with clean time. Average attendance: 15-20. Group contribution: \$0.

- Vote on Guideline Changes:
 - Yes x 2
-

Not Without Surrender – Absent. Jenny Reports:

- Vote on Guideline Changes:
 - Yes x 2
-

No Shit Group – Tiana (acting) Reports: Group is doing well. Attendance is growing and there have been many cakes celebrated. The group did not support the reimbursement motion or the proposed voting changes. Average attendance: 20-30. Group contribution: \$0.

- Cakes:
 - Rob Z, 18 years, Aug 14, 2026
 - Vote on Guideline Changes:
 - Did not Vote
-

Resurrection – Victoria reports: Nothing to report. Group agreed with mileage reimbursement and allowing all members to vote. Average attendance: 25-30. Group contribution: \$0. No support needs indicated.

- Cakes:
 - Jesse, 1 year, Aug 16, 2026
 - Vote on Guideline Changes:
 - Yes
-

Serenity by the Sea – Ron reports: Steady support and lots of newcomers to NA. Need clean-time support. Average attendance: 20-25. Group contribution: \$0.

- Cakes:
 - Ron S, 29 years, Sept 18
 - Vote on Guideline Changes:
 - Yes
-

Sat Night NA – Leanne (acting) reports: Nothing to report. Support needed from members and trusted servants. Average attendance: 15. Group contribution: \$0.

- Cakes:
 - Nicole D, 5 years, Sept 1, 2026

- Jeff D, 21 years, Sept 24, 2026
 - Barry, 25 years, Aug 29, 2026
 - Vote on Guideline Changes:
 - Did not vote
-

Suicide Solutions – Fred reports: Attendance has been lower lately. Support needed from trusted servants and women. Average attendance: 10-15. Group contribution: \$0.

- Vote on Guideline Changes:
 - Did not vote
-

The Next Right Thing – Tiana (Acting) Reports: Group is doing well and has been getting newcomers attending. Group agreed with gas reimbursement and allowing all service members to vote on area decisions. Support needed from members, trusted servants, people with clean time, men, women, and financially. Average attendance: 10-20. Group contribution: \$0.

- Vote on Guideline Changes:
 - Yes
-

UnASHamed Addicts – Rhaea Reports: Group is doing well. Members are helping at home group meetings. The group is looking for more members and people with clean time to fill trusted servant positions. Support needed from members, trusted servants, people with clean time, men, women, and financially. Average attendance: 25-45. Group contribution: None.

- Vote on Guideline Changes:
 - Did not vote
-

Proposals:

- Guidelines Changes – see Guidelines Report.
 - Return Basic Text Copies from PI Initiative (Basic Texts in Schools) – Zach - PASSED
-

Open Discussion:

- No carryover topics not already addressed above.
 - **Voting for elections is tabled** because of next months AGM
 - Members point out that we need to announce this in meetings, Alex to add to GSR Announcements
 - Discussed potluck – unclear what was agreed upon. (pizza?)
-

Action Items:

GSR Tasks / Reminders

- Bring nominations back to groups for open positions:
 - Activities Chair

- Outreach Liaison
- Newsletter Liaison
- PR Chair
- Review the proposed SOFA Guidelines revisions and companion document with home groups.
- Bring back:
 - Group conscience regarding proposed guideline changes.
 - Suggested amendments or feedback.
 - Questions requiring clarification from the Guidelines Workgroup.
- Discuss and provide feedback regarding outside sales of non-NA products at or around NA meetings.
- Announce the need for a second Phoenix Centre H&I Panel Leader and direct interested members to Jenny.
- Encourage members to complete the BC Regional Fellowship Development Survey.
- Advise groups that elections will be held at next month's AGM.

Facilitator / Admin

- Schedule and facilitate a GSR Roles and Responsibilities review at next month's ASC.
- Distribute the GSR Basics Booklet with meeting minutes.
- Review the West Coast Area GSR resource booklet and determine whether any materials or practices may assist SOFA GSR orientation.
- Explore options for improving communication of Area and Regional feedback requests to groups.
- Develop recommendations for standardized communication of items requiring group feedback.

RCM 1 / 2 & Guidelines

- Continue collecting group feedback on the proposed SOFA Guidelines revisions.
- Provide support to groups requesting assistance reviewing the Guidelines package.
- Consider development of simplified summaries, key-message documents, or workshops to assist groups with the review process.
- Follow up on feedback regarding outside sales of non-NA products at meetings and report back to Region.
- Continue RCM 2 orientation and mentorship.

Secretary:

- Attach the GSR Basics Booklet, Guidelines Markup Document, and Guidelines Comparison Document to the distributed minutes.
- Coordinate with Aaron regarding potential use of digital tools, web forms, surveys, or polling mechanisms to assist groups with guideline review and feedback collection.
- Add AGM election announcements to GSR announcements for distribution to groups.

H&I

- Jenny and Greg to follow up with Creekside regarding:
 - Status of panel restart.
 - Literature rack placement.
 - Facility communication and participation opportunities.
- Continue recruitment efforts for a second Phoenix Centre Panel Leader.
- Continue development of Phoenix Centre panel resources and speaker roster.

- Area to discuss whether the literature rack should remain in the TV room as the preferred literature distribution location.
- Continue development of the Phoenix Centre panel schedule and recruitment of speakers.

PI

- Continue meeting list distribution in Langley.
- Bring back Basic Texts from schools initiative.
- Seek support for PI efforts in the Langley area.

Web Coordinator

- Coordinate with Secretary regarding any digital feedback mechanisms approved by Area.
- Post-up-to-date event flyers and announcements as received.

Elections:

- | | |
|--------------------|----------------------|
| • Outreach Liaison | • Newsletter Liaison |
| • Activities Chair | • PR Chair |
-

The meeting closed with the serenity prayer at 6:55 PM.
The next SOFA Meeting is on **Sept 13, 2026, 5:00 – 7:00 PM.**
17575 58A Avenue in Cloverdale, Surrey BC

Attachments:

NA Service Concept 8 Key Takeaway's	16
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Narcotics Anonymous

Twelve Concepts for NA Service

Eighth Concept — Key Takeaways

“Our service structure depends on the integrity and effectiveness of our communications.”

1. Communication Is the Lifeblood of Service

The Eighth Concept recognizes that no service structure — however well designed — can function without clear, honest, and consistent communication. Information must flow freely between groups, committees, and trusted servants for the fellowship to operate effectively.

- Decisions made at one level of the service structure must be communicated clearly to all affected parties.
- Gaps in communication lead to misunderstanding, duplication of effort, and lost trust.
- The strength of NA’s service structure is only as strong as the connections between its parts.

2. Integrity in Communication

Integrity means that what is communicated is truthful, complete, and free from distortion. Trusted servants have a special responsibility to ensure that the information they pass along reflects reality — not personal preference, selective omission, or spin.

- Withholding relevant information — even without lying — undermines the integrity of the process.
- Communications should represent the full picture, including challenges and minority views, not just favorable outcomes.
- Members and service bodies who receive incomplete information cannot make sound decisions or exercise genuine group conscience.

3. Effectiveness in Communication

Integrity alone is not enough — communications must also be effective. A truthful message that is unclear, poorly timed, or delivered to the wrong audience fails in its purpose. Trusted servants are responsible for ensuring that important information actually reaches those who need it.

- Reports and updates should be written and delivered in a way that is accessible to all members, not just those already familiar with the details.
- Timeliness matters — information delivered too late to act on is of little use.
- Choosing the right format and channel for communication is part of effective service.

4. The Representative’s Role in Communication

Trusted servants and GSRs serve as the primary communication links between the groups and the service structure. Their ability and willingness to carry information accurately in both directions is essential to keeping the fellowship connected and informed.

- Representatives carry the group’s conscience outward and bring information back — both directions matter equally.
- Failing to report back to the home group breaks the chain of communication the entire structure depends on.
- Representatives should present information clearly, without editorializing, so their group can form its own informed opinion.

5. Transparency Builds Trust

When communication is open and consistent, trust is built across all levels of the fellowship. Secrecy, rumor, and information hoarding erode confidence in the service structure and in the trusted servants who operate within it.

- Open communication about decisions, finances, and challenges invites the fellowship into the process rather than excluding it.
- When members feel informed, they are more likely to trust and support service decisions — even ones they disagree with.
- Transparency is not just a best practice — it is an expression of the spiritual principles NA is built on.

6. Poor Communication Has Real Consequences

The Eighth Concept implicitly acknowledges that breakdowns in communication have direct consequences for the fellowship's ability to fulfill its primary purpose. When the service structure cannot communicate effectively, addicts who need help may not receive it.

- Miscommunication between service bodies can result in events not being publicized, resources not being allocated, or H&I commitments falling through.
- Internal conflict often stems not from genuine disagreement but from misunderstanding caused by poor communication.
- Investing in better communication practices is an investment in NA's ability to carry the message.



This tool is intended to help NA members better understand the group service representative (GSR) commitment and to more effectively participate in the work of a local service body. NA communities have the ability to organize their services in the way that best serves them locally, and the responsibilities of the GSR may vary accordingly. This tool tries to capture some of our common experience and outline the basic tasks of the GSR position. It does not contain specifics about the policies adopted in individual service bodies as it is intended to be used in any NA community.

What is a GSR?

The GSR is an active member of an NA group and its representative at local service meetings. Groups and their members rely on their GSRs to stay connected with other groups in an NA community and to the rest of NA. As one member put it: “For most newcomers in a meeting, NA will be as big or as small as the information the GSR provides to the group.”

The Second Concept states that NA groups have “final responsibility and authority” for the service bodies they create. An active and prepared GSR makes it possible for this principle to be a reality.

Why be a GSR?

A Vision for NA Service reminds us that our commitments should offer “spiritual growth and fulfillment.” A GSR commitment is where many of us first begin to learn how NA services are structured outside of our groups. We come to understand how spiritual principles guide our service work and support our primary purpose. We may learn skills and discover abilities during the course of our service, and we learn to use those abilities in other areas of our lives. This is part of the reason why some of us talk about the privilege of being of service. Being a GSR is one way to express the gratitude we have for NA and the life that it has given us.

As with all NA service positions, a wide range of spiritual principles can be applied when serving as a GSR. Four that appear most important for success are:

Humility—Knowing who we are, when to ask questions, and that we do not have all the answers can help us to stay “right-sized” when serving as a GSR. This principle supports our ability to remain patient and teachable, and encourages active listening when working with others.

Commitment—The GSR is a critical connection between a group and the rest of NA. Without a GSR’s commitment to participate fully in both the group’s business meetings and the local service body, this connection is broken.

Accountability—Trusted servants in NA are accountable to the groups we all serve. One way to practice accountability is to communicate fully with our group, and share our group’s experience and concerns in service meetings. The Third Concept essay advises that the authority delegated to service boards and committees “...is not a blank check...the groups still bear final authority.”

Anonymity—Placing principles before personalities allows us to create a solid spiritual foundation for NA service. Anonymity also guides us to serve selflessly rather than by our own opinions, and without expectation of a reward.

Some of us come into recovery with no sense of personal responsibility, as if it was someone else’s job to take care of us. Others of us experience self-obsession as a belief that we are responsible for everything around us. The reality is usually somewhere in between. We find peace of mind when we are able to trust others to carry out responsibilities without constantly looking over their shoulders, and they show the same courtesy to us.

Guiding Principles: The Spirit of Our Traditions, Tradition Nine



Who can be a GSR?

It is common practice to have a cleantime requirement for the GSR position, although this may vary depending on the maturity of the NA community. *The Group Booklet* offers this guidance:

There are a couple of things to think about when looking for a group officer. One is maturity in recovery. When those new in recovery are elected to a position, they may find themselves deprived of the time and energy they need for their early recovery. Group members with a year or two clean are probably already well-established in their personal recovery. They are also more likely than new members to be familiar with NA's traditions and service concepts as well as group procedures.

A year or two may seem like an acceptable cleantime requirement where NA has existed for many years, but this may be an unreasonable requirement if the local NA community is newly formed. Groups are encouraged to consider a member's personal qualities and abilities when selecting their GSR, as well as their cleantime. For example, *The Group Booklet* also discusses the importance of commitment:

A second thing to consider is consistent participation in your group. Do the nominees attend your group's recovery meetings regularly? Do they take an active part in your group's business meetings? Have they lived up to previous service commitments they've made?

In communities where the GSR is expected to handle the group's funds by bringing its contribution to a service meeting, or purchasing its literature, particular care when electing a GSR may be needed to ensure those funds are managed responsibly. Serving in the alternate GSR position before becoming GSR can offer the benefit of mentorship and knowledge from an experienced member. Attending service meetings consistently in this position will help to prepare a new GSR for their roles and responsibilities. Many experienced GSRs view mentoring an alternate as an important part of their commitment.

What does a GSR need to know?

Members with local service experience can often be a good resource to find out more about the local service body. Locally developed guidelines and policy, as well as minutes and agendas from previous service meetings, may also be helpful. Many of these are posted on local websites, along with information about local events and service workshops.

These are some questions that new GSRs are encouraged to ask about their local service body:

- ✳ The basics: When and where is it, how long does it last, and what do I need to bring?
- ✳ Who are the trusted servants at the local service body, and what do they do?
- ✳ What subcommittees or workgroups are there at the local service body?
- ✳ Where can local guidelines and resources be found?
- ✳ What decision-making and discussion procedures does the local service body use?
- ✳ How are Seventh Tradition contributions and literature orders handled?

Helpful resources

Our personal recovery resources—Step work, sponsorship, friends in recovery—are as much a part of success in service as anything else. It is not unusual to encounter some challenges during a service meeting, and many members look to friends and experienced members for support and advice. Attendance at workshops, learning days, and other service events can help us connect with other members involved in service, and become better informed about relevant issues.

In some communities, private social media groups, email, or text lists are used to communicate with other trusted servants.

Some helpful printed resources include *The Group Booklet*, the Traditions essays from NA literature (especially *It Works: How and Why* and *Guiding Principles: The Spirit of Our Traditions*), *Twelve Concepts for NA Service*, *A Guide to Local Services in NA*, and other service material such as service pamphlets, handbooks, service basics, and bulletins. Many of these are posted on www.na.org/ips and www.na.org/servicemat.

NAWS News provides a report of the services provided by NA World Services and may be of interest to GSRs wanting to know more about NA as a whole: www.na.org/nawsnews.



What does the GSR do?

The Group Booklet states that GSRs “form the foundation of our service structure.” The basic function of a GSR is to participate in service meetings on behalf of their group. At one time, this only meant attending area service committee (ASC) meetings. As NA has grown, different communities have adapted the GSR’s role and the service system to better suit their needs. Serving as a GSR may involve participation at an ASC, a local service conference (LSC), a group support forum (GSF), or a regional assembly. In newer communities, the service structure may consist of just a regional service committee (RSC) and GSRs. Whatever the local structure consists of, the main roles and responsibilities of a GSR are the same. As *The Group Booklet* tells us, the role of the GSR is far more than a “mere group messenger,” and the responsibilities are more than just attending committee meetings.

In the Eighth Concept, we are reminded that “Our service structure depends on the integrity and effectiveness of our communications.” At the local service meeting, the GSR serves as the communication link between the group and the rest of the NA service system, and “...they take active, critical parts in the discussions which form the group conscience of the entire committee” (*The Group Booklet*). Most local service meetings also provide the opportunity to ask for help with group problems if needed.

The Second Tradition offers a process for groups to gather any concerns and questions for the local service body, and to provide input regarding any questions the service body may have for the group. The GSR is often asked to provide relevant information in these discussions. This involves the GSR consistently attending the group’s business meeting, and possibly also leading it. The GSR also usually provides a written or verbal report on the activities of the local service body during the group’s recovery or business meeting. Many GSRs create a short list of bullet points to capture the highlights from service meetings they attend to help with this.

Discernment is an important quality for a GSR. It can help in deciding what information to report, and in making decisions at service meetings on the group’s behalf. We take care to discern the short- and long-term impact of our decisions—what they mean for NA services today and how they can help us to reach more addicts. Considering carefully how our decisions might move us toward the goals in A Vision for NA Service is a key part of the GSR service position.

Some other common tasks for GSRs may include:

- ✱ Delivering the group’s financial contribution
- ✱ Purchasing literature at the service meeting on behalf of the group
- ✱ Collecting event flyers and meeting directories
- ✱ Ensuring the group’s meeting information is up to date on the local meeting list or website
- ✱ Providing a report about the group to the area
- ✱ Participating in local subcommittees and workgroups according to their skills and interests



Service is not a position in a committee; it is a posture in the heart. It’s a way of life we can practice in all our affairs.

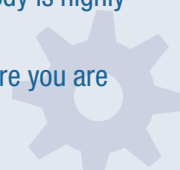
Living Clean: The Journey Continues, Chapter Seven

Helpful hints

Ask for help from the group. Seeking support and direction from the group can increase the resources available to a GSR.

Many service bodies offer a new GSR orientation session prior to the meeting. Attending this to better understand the procedures at a local service body is highly recommended.

Don’t expect to understand everything at your first meeting. Begin where you are and don’t be afraid to ask questions.





NA Acronyms

The list of acronyms used locally and in NA as a whole can be confusing for members new to service. Here are some of those that are most commonly used.

- 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.
- 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, this work is now done by a PR workgroup or committee.)
- PR** 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.
- 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.)

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SOUTH OF FRASER AREA SERVICE COMMITTEE
FINANCIAL REPORT FOR July 2026

Opening Bank Balance as of July 1, 2026 **\$12,750.11**

Add Income

Group donations-EFT, cheque and cash	700.00	
Literature deposit-July Sales	552.00	
VASCNA-Apr 2024-Aug 2026 Basic News (EFT)	797.79	
TSASC-May 2026-Aug 2026 Basic News (EFT)	220.16	
UFVASC May 2026-Aug 2026 Basic News (EFT)	187.14	
Monthly plan fee	4.95	
Total Income	2,462.04	\$2,462.04

Less Expenses

Chq #196	BCRLC-Literature Order-May'26	1231.20	
Chq #199	BCRNA-Regional contribution	1000.00	
Chq #200	BCRLC-Literature Order-June'26	1062.97	
Chq #001	Gloria T-June'26 Basic News	203.63	
Chq #002	Gloria T-July'26 Basic News	203.63	
Chq #003	BCRLC-Literature order-July'26	438.93	
Auto debit	Public Storage Rental	222.95	
Auto debit	Monthly plan fee	4.95	
Total Expenses		4,368.26	(\$4,368.26)

Closing Balance as of July 31, 2026 **\$10,843.89**

Cheques written but not cashed/Outstanding Cheques @ month end

Chq #199	BCRNA-Regional contribution	1000.00	
Chq #200	BCRLC-Literature Order-June'26	1062.97	
Chq #003	BCRLC-Literature order-July'26	438.93	
			<u>2,501.90</u>

Closing Reconciled Bank Balance as of July 31, 2026 **\$13,345.79**

Prudent Reserves

A	Activities	1,385.02	
	Area - Operating expenses (1 mth)	3,835.00	
	Total Prudent Reserves	\$ 5,220.02	\$ (5,220.02)

Estimated general funds at July 31, 2026 (A+B+C) **\$8,125.77**

South of Fraser Area

GROUP DONATIONS Sept 2025-August 2026

	Sep 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	June 26	Jul 26	Aug 26	YTD
Group Contributions													
Bridge to Hope													0.00
Changing Ways			200.00		200.00								400.00
Cloverdale NA	500.00					600.00	500.00		500.00				2,100.00
Fan the Flame													0.00
Freedom From Active Addiction			180.00		100.00					150.00			430.00
Friday Night Fight													0.00
Good Day to be Clean			300.00			250.00					500.00		1,050.00
Hope Fiends													0.00
Langley No Shit													0.00
Never Ending Journey		200.00								200.00			400.00
New Desires													0.00
Not Without Surrender		350.00	200.00						550.00				1,100.00
Resurrection			500.00										500.00
Saturday Night NA	100.00				400.00				500.00	500.00			1,500.00
Serenity by the Sea											200.00		200.00
Suicide Solutions													0.00
The Next Right Thing	100.00					200.00							300.00
Tuesday Night Fireside							586.36		67.67				654.03
Individual Members		25.00											25.00
Total Group Contributions	700.00	575.00	1,380.00	0.00	700.00	1,050.00	1,086.36	0.00	1,617.67	850.00	700.00	0.00	8,659.03

Reminder General Elections at August Regional

- Facilitator,
- Co-facilitator.
- Secretary,
- PR Chair
- Guidelines Point Person
- Literature Chair
- Regional Delegate
- Alternate Delegate.

Outside Sales at NA Meetings – Group Input Needed

Region discussed outside products being sold at or around NA meetings, including things like cigarettes, vapes, peptides, and other non-NA items.

The question is really about where we draw the line between individual members doing their own thing and NA appearing to support or allow an outside enterprise in our meeting spaces.

I need the groups' input. Until now I haven't received any responses on this topic and need to be prepared for discussion at the table and our Areas conscious.

Are there any other topics that the Area would like me to bring to the table for discussion?

I want to take a minute to acknowledge something about how I've been showing up at this table.

There are some personalities that I find more challenging than others, and I've realized that in those situations I haven't always practiced the spiritual principles that I expect of myself.

I have a deep love and respect for this program and for service. I care a lot about what we do here, and I can become incredibly protective of the things and people that I love. But I've also had to recognize that sometimes that passion and protectiveness have come out as aggression. There have been times when I've been defensive, when I've shut people down, or when the way I've responded has probably made it harder for someone else to participate in the discussion.

Regardless of what I was feeling in those moments, that's my behaviour and I'm responsible for it. My intentions don't change the impact of how I show up. I've spent a lot of time lately thinking about what it means for me to practice principles before personalities, particularly when the personality in front of me is one I struggle with. It's easy

for me to practice patience, open-mindedness, compassion, and respect with people I naturally get along with. I don't think that's really where the work is for me. The work is practicing those principles when it's difficult.

Doing service at the Area and Regional level, I sometimes find myself questioning how what we're doing connects back to our primary purpose and helping the still-suffering addict. Sometimes that connection doesn't feel obvious to me. But I'm learning that part of serving that purpose is also how I conduct myself while I'm here, how I listen, how I disagree, how I make space for other members, and whether my behaviour contributes to an atmosphere where people actually want to participate in service.

I'm not saying that I'm going to stop having strong opinions, asking questions, or speaking passionately about things I believe are important. But I am working on the difference between being assertive and being aggressive, and between disagreeing with someone's ideas and shutting down the person presenting them. I know I haven't always gotten that right at this table, and for that I owe this body an acknowledgement and an apology.

Moving forward, I want to do better at listening before responding, allowing people to finish and be heard, and remembering that every member at this table has the same right to participate that I do. I love this fellowship, and I love being of service to it. I want the way I serve to reflect that.

SOUTH OF FRASER LITERATURE COMMITTEE

UPDATED: MAY 1, 2026

Literature Chair: Christina

TO ORDER LITERATURE - Email: literature@sofana.org

Payment may be made by cash, cheque or e-transfer to treasurer@sofana.org

All orders must be submitted by the last Wednesday of the month

GROUP NAME: _____
 ADDRESS: _____
 CITY: _____
 POSTAL CODE: _____

CONTACT: _____
 PHONE: _____
 EMAIL: _____
 DATE: _____

PRICES SUBJECT TO CHANGE WITHOUT NOTICE

TOTAL PAGE 1 _____

TOTAL PAGE 2 _____

TOTAL PAGE 3 _____

TOTAL PAGE 4 _____

TOTAL PAGE 5 _____

SUB-TOTAL _____

VOLUNTARY SHIPPING

GRAND TOTAL \$0.00

ADDITIONAL REQUESTS & INSTRUCTIONS

Item #	QTY	AUDIO PRODUCTS	PRICE	TOTAL
8001		JUST FOR TODAY VIDEO (DVD) *Special Order*	\$85.30	
8821		IT WORKS AUDIO CD: MP3 READER/PLAYER	\$16.05	
8830		STEP WORKING GUIDE (Audio CD) *LIMITED QUANTITY*	\$38.15	
8910		IT WORKS: HOW AND WHY (CD Rom) *LIMITED QUANTITY*	\$32.55	
8931		IT WORKS: HOW AND WHY (Book With CD Rom) *LIMITED QUANTITY*	\$40.65	
Item #	QTY	BOOKLETS (AVAILABLE IN MANY OTHER LANGUAGES - PLEASE ENQUIRE/SPECIFY)	PRICE	TOTAL
1164		TWELVE CONCEPTS OF NA	\$3.35	
1200		AN INTRODUCTORY GUIDE TO NARCOTICS ANONYMOUS	\$3.25	
1500		NA WHITE BOOKLET	\$1.25	
1500-ASL		NA WHITE BOOKLET (ASL DVD)	\$1.55	
1600		THE GROUP BOOKLET	\$1.55	
1601		BEHIND THE WALLS	\$1.55	
1603		IN TIMES OF ILLNESS	\$4.55	
1604		NA A RESOURCE IN YOUR COMMUNITY (2018) ** UPDATED ITEM **	\$0.65	
2301		MEMBERSHIP SURVEY 2018 ** UPDATED ITEM **	\$0.65	
2302		INFORMATION ABOUT NA 2018 ** UPDATED ITEM **	\$0.65	
2306		NA & PERSONS RECEIVING MEDICATION-ASSISTED TREATMENT	\$0.65	
2307		PR FOLDERS	\$2.10	
2308		PR PENS (BUNDLE OF 25)	\$35.20	
4100 Kit		PACKAGE OF WELCOME FOBS IN MULTI LANGUAGES	\$40.50	
4108 Kit		PACKAGE OF MULTI-YEAR FOBS IN MULTI LANGUAGES	\$39.70	

TOTAL PAGE 1 _____

Item #	QTY	BOOKS (AVAILABLE IN MANY OTHER LANGUAGES - PLEASE INQUIRE/SPECIFY)	PRICE	TOTAL
1101		BASIC TEXT (Hard Cover)	\$20.80	
1101LN		BASIC TEXT (LINE-NUMBERED)	\$20.80	
1102		BASIC TEXT (Soft Cover)	\$20.80	
1107		BASIC TEXT (Gift Edition)	\$41.00	
1110		A SPIRITUAL PRINCIPLE A DAY (Soft Cover) *NEW ITEM*	\$19.85	
1112		JUST FOR TODAY (Soft Cover)	\$16.35	
1114		JUST FOR TODAY (Gift Edition)	\$27.45	
1120		MIRACLES HAPPEN (Coffee Table Book) *LIMITED QUANTITY*	\$43.70	
1121		MIRACLES HAPPEN & AUDIO CD	\$21.45	
1130		SPONSORSHIP BOOK (Soft Cover)	\$14.95	
1140		IT WORKS: HOW AND WHY (Hard Cover)	\$16.35	
1143		IT WORKS: HOW AND WHY (Soft Cover)	\$16.35	
1150		LIVING CLEAN: THE JOURNEY CONTINUES (Hard Cover)	\$17.75	
1151		LIVING CLEAN: THE JOURNEY CONTINUES (Soft Cover)	\$17.75	
1201		GUIDING PRINCIPLES, THE SPIRIT OF OUR TRADITIONS (Hard Cover)	\$17.75	
1202		GUIDING PRINCIPLES, THE SPIRIT OF OUR TRADITIONS (Soft Cover)	\$17.75	
1400		STEP WORKING GUIDE (Soft Cover)	\$15.40	
Item #	QTY	ACCESSORIES, POSTERS, GROUP READINGS	PRICE	TOTAL
9070		COMPLETE POSTER SET (8) (Includes Items Marked With #)	\$16.60	
9071		# MY GRATITUDE SPEAKS POSTER (17.5" X 23")	\$2.40	
9072		# SERENITY PRAYER POSTER (17.5" X 23")	\$2.40	
9073		# TWELVE STEPS POSTER (23 X 35")	\$5.35	
9074		# TWELVE TRADITIONS POSTER (23" X 35")	\$5.35	
9075		# THIRD STEP PRAYER POSTER (17.5" X 23")	\$2.40	
9076		# JUST FOR TODAY POSTER (17.5" X 23")	\$2.40	
9077		# TWELVE CONCEPTS POSTER (23" X 35")	\$5.35	
9078		# SERVICE PRAYER POSTER (17.5" X 23") *NEW ITEM*	\$2.40	
9080C		VINYL POSTER 12 CONCEPTS (encircled by NA languages) 35"x 50"	\$50.85	
9080S		VINYL POSTER 12 STEPS (encircled by NA languages) 35"x 50"	\$50.85	
9080T		VINYL POSTER 12 TRADITIONS (encircled by NA languages) 35"x 50"	\$50.85	
9081C		VINYL POSTER 12 CONCEPTS (encircled by NA languages) 28"x 40"	\$37.80	
9081S		VINYL POSTER 12 STEPS (encircled by NA languages) 28"x 40"	\$37.80	
9081T		VINYL POSTER 12 TRADITIONS (encircled by NA languages) 28"x 40"	\$37.80	
9085		A VISION FOR NA SERVICE ENCIRCLED BY NA LANGUAGES 36"x 36"	\$47.45	
9086		A VISION FOR NA SERVICE ENCIRCLED BY NA LANGUAGES 28"x 28"	\$32.80	
9130		GROUP READINGS (Set of 7)	\$7.50	
Item #	QTY	SERVICE HANDBOOKS AND GUIDES	PRICE	TOTAL
2101		H & I HANDBOOK WITH CD	\$15.60	
2101G		H & I BASICS	\$1.00	
2102		PUBLIC RELATIONS HANDBOOK WITH TABS	\$15.95	
2102B		PUBLIC RELATIONS BASICS	\$2.80	
2104		A GUIDE TO WORLD SERVICES IN NA - 2012-2014	\$7.00	
2105		LITERATURE COMMITTEE HANDBOOK	\$4.53	
2106		HANDBOOK FOR NA NEWSLETTERS	\$3.35	
2107		A GUIDE TO PHONELINE SERVICE	\$5.35	
2111		A GUIDE TO LOCAL SERVICE IN NA	\$11.45	
2113		OUTREACH RESOURCE INFORMATION	\$4.55	
2114		ADDITIONAL NEEDS RESOURCE INFORMATION	\$4.55	
2115		INSTITUTIONAL GROUP GUIDE	\$7.00	
2116		PLANNING BASICS	\$3.35	
2117		PHONELINE BASICS * NEW ITEM *	\$2.80	
2118		VIRTUAL MEETING BASICS * NEW ITEM *	\$3.35	
2202		GROUP BUSINESS MEETINGS	\$0.40	
2203		GROUP TRUSTED SERVANTS: ROLES AND RESPONSIBILITY	\$0.40	
2204		DISRUPTIVE AND VIOLENT BEHAVIOR	\$0.40	
2205		NA GROUPS AND MEDICATION	\$0.55	
2206		PRINCIPLES & LEADERSHIP IN NA SERVICE	\$0.55	
2207		SOCIAL MEDIA & OUR GUIDING PRINCIPLES	\$0.55	

Item #	QTY	PAMPHLETS (AVAILABLE IN MANY OTHER LANGUAGES - PLEASE INQUIRE/SPECIFY)	PRICE	TOTAL
3101		IP #1 WHO, WHAT, HOW & WHY	\$0.40	
3102		IP #2 THE GROUP	\$0.50	
3105		IP #5 ANOTHER LOOK	\$0.40	
3106		IP #6 RECOVERY & RELAPSE	\$0.40	
3107		IP #7 AM I AN ADDICT?	\$0.40	
3108		IP #8 JUST FOR TODAY	\$0.40	
3109		IP #9 LIVING THE PROGRAM	\$0.40	
3110		IP #10 FOURTH STEP GUIDE	\$1.10	
3111		IP #11 SPONSORSHIP	\$0.40	
3112		IP #12 THE TRIANGLE OF SELF OBSESSION	\$0.40	
3113		IP #13 BY YOUNG ADDICTS, FOR YOUNG ADDICTS	\$0.50	
3114		IP #14 ONE ADDICTS EXPERIENCE	\$0.40	
3115		IP #15 P.I. AND THE NA MEMBER	\$0.40	
3116		IP #16 FOR THE NEWCOMER	\$0.40	
3117		IP #17 FOR THOSE IN TREATMENT	\$0.50	
3119		IP #19 SELF ACCEPTANCE	\$0.40	
3120		IP #20 H & I AND THE NA MEMBER	\$0.40	
3121		IP #21 THE LONER- STAYING CLEAN IN ISOLATION	\$0.50	
3122		IP #22 WELCOME TO NA	\$0.40	
3123		IP #23 STAYING CLEAN ON THE OUTSIDE	\$0.40	
3124		IP #24 MONEY MATTERS: SELF-SUPPORT IN NA	\$0.80	
3126		IP #26 ACCESS. FOR THOSE WITH ADDITIONAL NEEDS	\$0.40	
3127		IP #27 FOR THE PARENTS OR GUARDIANS OF YOUNG PEOPLE IN RECOVERY	\$0.50	
3128		IP #28 FUNDING NA SERVICES	\$0.60	
3129		IP #29 AN INTRODUCTION TO NA MEETINGS	\$0.40	
3130		IP #30 MENTAL HEALTH IN RECOVERY *NEW ITEM*	\$0.50	
Item #	QTY	SPECIALTY ITEMS	PRICE	TOTAL
1106		BASIC TEXT (Pocket Sized SC)	\$20.80	
1110S		A SPIRITUAL PRINCIPLE A DAY SPECIAL GIFT EDITION (Soft Cover) *NEW ITEM*	\$46.45	
1110B		A SPIRITUAL PRINCIPLE A DAY SPECIAL GIFT EDITION (Soft Cover) + WOODEN BOX *NEW ITEM*	\$73.00	
1113		JUST FOR TODAY (Pocket Sized SC)	\$17.00	
1144		IT WORKS: HOW AND WHY (Pocket Sized HC)	\$17.00	
1155		LIVING CLEAN: THE JOURNEY CONTINUES (Special Numbered Edition)	\$36.50	
1155B		LIVING CLEAN:THE JOURNEY CONTINUES(Spec. Numbered Edit.) + WOODEN BOX *NEW ITEM*	\$46.45	
1205		GUIDING PRINCIPLES, THE SPIRIT OF OUR TRADITIONS (Spec Edtn) *LIMITED QUANTITY*	\$39.95	
1501		NA WHITE BOOKLET SPECIAL EDITION (60TH ANNIVERSARY) *NEW ITEM*	\$19.95	
1501B		NA WHITE BOOKLET SPECIAL EDITION (60TH ANNIVERSARY) + WOODEN BOX *NEW ITEM*	\$59.75	
6090		KEY CHAIN MEDALLION HOLDER FOR LASER-ETCH MEDALLION	\$12.95	
6091		KEY CHAIN MEDALLION HOLDER FOR BRONZE OR TRI-PLATED MED (BLACK)	\$12.95	
6092		KEY CHAIN MEDALLION HOLDER FOR BRONZE OR TRI-PLATED MED (GOLD)	\$12.95	
6093		KEY CHAIN MEDALLION HOLDER FOR BRONZE OR TRI-PLATED MED (BRONZE)	\$12.95	
9020		GROUP STARTER KIT	\$13.30	
9053		LITERATURE RACK (Wire, 8 Pocket)	\$33.85	
9054		LITERATURE RACK (Wire, 16 Pocket)	\$42.50	
9055		LITERATURE RACK (Wire, 20 Pocket)	\$62.40	
9111		7TH TRADITION BOX	\$4.85	
9127		NA WALLET CARDS (Group Readings) (15) - Available in English Only	\$4.35	
9405		JUST FOR TODAY DAILY MEDITATION JOURNAL	\$22.70	
9415		BASIC MUG	\$10.35	
9421		BASIC LIBRARY (SC- BT, SPAD, JFT, H&W, LC, and GP) *NEW ITEM*	\$99.25	
9425		NA SURVIVAL KIT	\$26.55	
9511		WOODEN BOX *NEW ITEM*	\$46.45	
9512		SPAD WOODEN BOX *NEW ITEM*	\$53.10	
9600		NA SERVICE DAY PIN CELEBRATION 1 MAY *NEW ITEM* *LIMITED QUANTITY LEFT*	\$7.65	
9601		PR WEEK AWARENESS NOTE CUBE *NEW ITEM* *LIMITED QUANTITY LEFT*	\$8.40	

TOTAL PAGE 3

Item #	QTY	LARGE PRINT	PRICE	TOTAL
1101LP		BASIC TEXT (LP)	\$28.30	
1140LP		IT WORKS: HOW AND WHY (LP)	\$23.10	
1500LP		NA WHITE BOOKLET (LP)	\$1.25	

Item #	QTY	TREASURERS SUPPLIES	PRICE	TOTAL
2109		TREASURERS HANDBOOK	\$3.35	
2110		GROUP TREASURERS WORKBOOK	\$3.35	
9001		GROUP TREASURERS RECORD PAD (Records for 13 months)	\$1.20	

KEY FOBS (Available in other Languages - Please Inquire)				
Item #	QTY	DESCRIPTION	PRICE	TOTAL
4100		WELCOME	\$0.85	
4101		30 DAYS	\$0.85	
4102		60 DAYS	\$0.85	
4103		90 DAYS	\$0.85	
4104		6 MONTH	\$0.85	
4105		9 MONTH	\$0.85	
4106		1 YEAR	\$0.85	
4107		18 MONTHS	\$0.85	
4108		MULTIPLE YEARS	\$0.85	
KEY FOB TOTAL				

KEY FOBS (Special Key Fobs not available from NAWS)				
Item #	QTY	DESCRIPTION	PRICE	TOTAL
4122		WELCOME BACK	\$2.45	
4123		5 YEARS	\$2.45	
4124		ONE DECADE	\$2.45	
4120		15 YEARS	\$2.45	
4121		DECADES	\$2.45	
4122		25 YEARS	\$2.45	
4123		10,000 DAYS	\$2.45	
4124		30 YEARS	\$2.45	
4125		35 YEARS	\$2.45	
4126		40 YEARS	\$2.45	
SPECIAL KEY FOB TOTAL				

BRONZE MEDALLIONS				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
4300	18 MONTHS		\$5.80	
43	YEAR		\$5.80	
43	YEAR		\$5.80	
43	YEAR		\$5.80	
43	YEAR		\$5.80	
43	YEAR		\$5.80	
43	YEAR		\$5.80	
43	YEAR		\$5.80	
43	YEAR		\$5.80	
43	YEAR		\$5.80	
4399	ETERNITY		\$5.80	
BRONZE MEDALLION TOTAL				

TRI-PLATE GREEN/BLACK MEDALLIONS				
not all years available, pls inquire with Literature				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
61	YEAR		\$31.85	
61	YEAR		\$31.85	
61	YEAR		\$31.85	
61	YEAR		\$31.85	
61	YEAR		\$31.85	
61	YEAR		\$31.85	
61	YEAR		\$31.85	
61	YEAR		\$31.85	
6199	ETERNITY		\$31.85	
TRI-PLATE GREEN/BLACK MEDALLION TOTAL				

TRI-PLATE PURPLE MEDALLIONS				
(1-40 in stock)(41-50 special order)				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
62	YEAR		\$31.85	
62	YEAR		\$31.85	
62	YEAR		\$31.85	
62	YEAR		\$31.85	
62	YEAR		\$31.85	
62	YEAR		\$31.85	
62	YEAR		\$31.85	
62	YEAR		\$31.85	
62	YEAR		\$31.85	
6299	ETERNITY		\$31.85	
TRI-PLATE PURPLE MEDALLION TOTAL				

SPONSORSHIP MEDALLION *SPECIAL LIMITED QTY*				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
9603	MEDALLION ONLY		\$7.65	
9603B	WITH KEYCHAIN		\$15.30	
SPONSORSHIP MEDALLION TOTAL				

STAINLESS STEEL LASER-ETCHED				
(1-40 in stock)(41-50 special order)				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
75	YEAR		\$20.25	
75	YEAR		\$20.25	
75	YEAR		\$20.25	
75	YEAR		\$20.25	
75	YEAR		\$20.25	
75	YEAR		\$20.25	
75	YEAR		\$20.25	
75	YEAR		\$20.25	
75	YEAR		\$20.25	
75	YEAR		\$20.25	
75	YEAR		\$20.25	
STAINLESS STEEL LASER-ETCHED TOTAL				

BI-PLATE LEGACY MEDALLIONS *LIMITED QUANTITY*				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
4500	18 MONTHS		\$13.65	
45	YEAR		\$13.65	
45	YEAR		\$13.65	
45	YEAR		\$13.65	
45	YEAR		\$13.65	
45	YEAR		\$13.65	
45	YEAR		\$13.65	
45	YEAR		\$13.65	
45	YEAR		\$13.65	
45	YEAR		\$13.65	
45	YEAR		\$13.65	
45	YEAR		\$13.65	
BI-PLATE LEGACY MEDALLION TOTAL				

TRI-PLATE BLUE MEDALLIONS				
(1-40 in stock)(41-50 special order)				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
63	YEAR		\$31.85	
63	YEAR		\$31.85	
63	YEAR		\$31.85	
63	YEAR		\$31.85	
63	YEAR		\$31.85	
63	YEAR		\$31.85	
63	YEAR		\$31.85	
63	YEAR		\$31.85	
6399	ETERNITY		\$31.85	
TRI-PLATE BLUE MEDALLION TOTAL				

TRI-PLATE RED MEDALLIONS				
(1-40 in stock)(41-50 special order)				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
64	YEAR		\$31.85	
64	YEAR		\$31.85	
64	YEAR		\$31.85	
64	YEAR		\$31.85	
64	YEAR		\$31.85	
64	YEAR		\$31.85	
64	YEAR		\$31.85	
64	YEAR		\$31.85	
6499	ETERNITY		\$31.85	
TRI-PLATE RED MEDALLION TOTAL				

TRI-PLATE BLACK/SILVER MEDALLIONS (1-40 in stock)(41-50 special order)				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
65	YEAR		\$31.85	
65	YEAR		\$31.85	
65	YEAR		\$31.85	
65	YEAR		\$31.85	
65	YEAR		\$31.85	
65	YEAR		\$31.85	
65	YEAR		\$31.85	
65	YEAR		\$31.85	
6599	ETERNITY		\$31.85	
TRI-PLATE BLACK/SILVER MEDALLION TOTAL				

TRI-PLATE PINK MEDALLIONS <i>not all years available, pls inquire with Literature</i>				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
66	YEAR		\$31.85	
66	YEAR		\$31.85	
66	YEAR		\$31.85	
66	YEAR		\$31.85	
66	YEAR		\$31.85	
66	YEAR		\$31.85	
66	YEAR		\$31.85	
66	YEAR		\$31.85	
6699	ETERNITY		\$31.85	
TRI-PLATE PINK MEDALLION TOTAL				

TRI-PLATE VIOLET MEDALLIONS (1-20 in stock)(21-50 special order)				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
68	YEAR		\$31.85	
68	YEAR		\$31.85	
68	YEAR		\$31.85	
68	YEAR		\$31.85	
68	YEAR		\$31.85	
68	YEAR		\$31.85	
68	YEAR		\$31.85	
68	YEAR		\$31.85	
68	YEAR		\$31.85	
68	YEAR		\$31.85	
68	YEAR		\$31.85	
TRI-PLATE VIOLET MEDALLION TOTAL				

TRI-PLATE ORANGE/BLACK MEDALLIONS (1-20 in stock)(21-50 special order)				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
69	YEAR		\$31.85	
69	YEAR		\$31.85	
69	YEAR		\$31.85	
69	YEAR		\$31.85	
69	YEAR		\$31.85	
69	YEAR		\$31.85	
69	YEAR		\$31.85	
69	YEAR		\$31.85	
69	YEAR		\$31.85	
69	YEAR		\$31.85	
TRI-PLATE ORANGE/BLACK MEDALLION TOTAL				

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SOFA SECRETARY <secretary@sofana.org>

Area Report Aug 10th

<public.info@sofana.org>

Mon, Aug 10 at 3:45 PM

To: SOFA SECRETARY <secretary@sofana.org>

Hey Alex,

Report:

- Fan the Flame going great.
- Aida has joined the PI committee, 3 new locations will be under her for meeting lists distribution
- Basic Texts being returned to Area, have not heard from my contact in Langley SD.

Thank you,

Zach Everett

778-710-0539

Public Information Liaison

<https://sofana.ca/>



SOFA

Service Committee

Guidelines for the South of
Fraser Area Service Committee
of Narcotics Anonymous

www.sofana.ca

Updated June 2023

Approved December 2023

Updated November 2024

Approved November 2024

Updated June 2026

Updated July 2026

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Proposed Changes Colour Code:

NEW.

WORDING CHANGE; SAME MEANING.

MOVED.

REMOVE.

Already proposed

1. Section One: The Basics

Concept One:

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.

1.1. Who We Are (replaces mission statement)

The South of Fraser Area Service Committee (SOFASC) is a committee made up of Group Service Representatives (GSRs) and elected Trusted Servants including Administration, Subcommittee Chairpersons and Liaisons. It meets monthly to support the NA groups in the South of Fraser Area in fulfilling their primary purpose; to provide a forum for them to meet and discuss issues; to help the groups address their unique needs and situations; and to encourage the growth of our fellowship.

1.2. Who We Serve

SOFASC serves the groups of Langley, North Delta, Surrey, White Rock, and any other group wishing to be represented by this Area, in the spirit of co-operation and goodwill. Our mission is to create unity and fellowship between all the groups in our area and its members.

1.3. Our Purpose (combines purpose from sections 1&2)

1.3.1. The purpose and scope of the SOFASC is to be supportive of the groups, its members, and their primary purpose by uniting the groups within the Area, helping groups deal with their basic situations and needs, and encouraging growth of the fellowship.

~~1.3.2. In all matters before this committee, the Twelve Traditions of Narcotics Anonymous, the Twelve Concepts, A Guide to Local Services, and these guidelines, will apply in this order.~~

1.3.3. All business will be conducted using Consensus Based Decision Making as outlined in Appendix A CBDM.

1.3.4. All Administration, Subcommittee Chairpersons and Liaisons elected by the SOFASC of Narcotics Anonymous (herein referred to as SOFASC) will be fully accountable to the SOFASC in carrying out their assigned functions.

1.3.5. The SOFASC will meet at a minimum of once a month.

~~1.3.6. The SOFASC serves Langley, North Delta, Surrey, and White Rock. This may include any other NA Group that wishes to be served by the SOFASC.~~

1.4. Guiding Principles (ties together points from old section 1 & expands)

Concept Twelve:

In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

The SOFASC conducts its business in accordance with the Twelve Traditions, Twelve Concepts for NA Service, A Guide to Local Services in Narcotics Anonymous, Guiding Principles: The Spirit of Our Traditions, and these Guidelines. Consensus-Based Decision Making (CBDM) is the primary method by which the SOFASC conducts its business and reaches decisions.

In carrying out our responsibilities, the SOFASC strives to uphold the following guiding principles:

- 1.4.1. **Unity** – Placing our common welfare first and working together in the spirit of cooperation.
- 1.4.2. **Accountability** – Being responsible to the groups we serve and fulfilling our trusted servant commitments.
- 1.4.3. **Transparency** – Conducting Area business openly and honestly, ensuring decisions and information are communicated clearly.
- 1.4.4. **Group Conscience** – Seeking the informed collective conscience of the groups as the foundation for our decisions.
- 1.4.5. **Consensus-Based Decision Making** – Striving for solutions that reflect the collective wisdom of the service body while respecting minority viewpoints.
- 1.4.6. **Rotation of Leadership** – Encouraging participation, shared responsibility, and the regular rotation of trusted servant positions.
- 1.4.7. **Principles Before Personalities** – Placing spiritual principles above personal opinions, preferences, or individual interests in all Area business.

1.5. Changes to the SOFASC Guidelines (moved & combined)

Any proposals presented at the SOFASC meetings that involve substantial changes to the SOFASC's guidelines will be sent back to the groups to collect a Group Conscience. These Group Consciences will be collected at the subsequent ASC meeting. Changes will then be decided by Consensus as outlined in Appendix A CBDM. Housekeeping matters such as grammar, punctuation, and spelling, will be dealt with by the Guidelines Workgroup to be approved at the ASC meeting.

- 1.5.1. Any GSR, Officer or Subcommittee Chairperson may propose changes to the SOFASC Guidelines at a regular meeting. If the change affects what we do, it will be the decision of the GSRs whether they can decide on the change at the time or if they require the matter to go back to their groups for decision.
- 1.5.2. Changes to the SOFASC guidelines will be determined by Consensus Based Decision Making.
- 1.5.3. Housekeeping matters such as grammar, punctuation, and spelling, will be dealt with by the Guidelines Workgroup to be approved at the ASC meeting.
- 1.5.4. Any adopted amendment to the SOFASC Guidelines shall take effect immediately unless otherwise noted.
- 1.5.5. Amendments will be added by the elected Guidelines Point Person as they occur.
 - 1.5.5.1. If the position is vacant an ad-hoc committee will update the guidelines at minimum yearly; or quarterly as needed.

1.6. Procedures

Changes to SOFASC guidelines will be decided by Consensus as outlined in Appendix A GBDM:

2. Section Two: Choosing and Becoming Trusted Servants

Concept Four:

Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.

2.1. Nominations (rearranged for clarity)

- 2.1.1. Any NA members in attendance at a SOFASC meeting may nominate Administration, Subcommittee and Liaisons.
- 2.1.2. Administration or Subcommittee Chairpersons may be re-elected after one term to serve a second term.
- 2.1.3. One term for Administration positions is defined as (2) two years or (24) twenty-four calendar months. (A 1-year term of office shall not be counted as one term).
- 2.1.4. One term for all other positions is defined as (1) one year or (12) twelve calendar months. (An abbreviated term of office shall not be counted as one term).

- 2.1.5. In keeping with our ninth tradition and the principal of rotating leadership, no Administration or Subcommittee Chairperson shall serve more than two consecutive terms in office.
- 2.1.6. All nominees must be present (in person or via virtual platform) at the Area election to give verbal or written agreement to stand for election.
- 2.1.7. All nominees will be required to give verbal or written presentations of their qualifications for the position.
- 2.1.8. Nominees are expected to answer standard election questions regarding their service resume and/or their suitability for the position.
- 2.1.9. After the standard questions are asked, the ASC body will be given the chance to ask additional questions of the nominees.
- 2.1.10. The Facilitator will not allow questions that are inappropriate or when the member is out of the room.
- 2.1.11. All discussions of nominees shall be conducted in their presence only.
- 2.1.12. No position as an Administrator or Subcommittee Chairperson can be held concurrently with a GSR, GSR Alternate or other Area-level position.

2.2. Elections

- 2.2.1. Elections of SOFASC Administration, Subcommittee Chairpersons, and Liaisons will be held in September at our Annual General Meeting (AGM) ~~except in cases of early resignation or removal from office.~~
- 2.2.2. Elections for open positions will occur at the end of every ASC Meeting.
- 2.2.3. Elections ~~at AGM~~ will be conducted by secret ballot.
- 2.2.4. Vote counters will be appointed by the facilitator from non-voting members in attendance when possible.
- 2.2.5. All ballots will be destroyed after each count.
- 2.2.6. ~~Only the GSRs (or GSR Alternate if GSR is unavailable) will vote at all elections.~~
- 2.2.7. All seated ASC participants may vote during elections. This includes all administration committee members, subcommittee chairpersons, liaison members GSR's and Alt-GSR's.
 - 2.2.7.A. Every voting member is limited to one vote per person.
- 2.2.8. 60% voting in favour is required to elect administration, subcommittee chairpersons, and liaisons.
- 2.2.9. ~~All discussions of nominees shall be conducted in their presence only.~~

2.3. Resignation and Removal from Service

Concept Five:

For each responsibility assigned to the service structure comma a single point of decision and accountability should be clearly defined

- 2.3.1. Admitted interruption in continuous abstinence is understood to be a resignation from the SOFASC.
- 2.3.2. When a person fails to perform his/her duties, a proposal to remove can be put before the ASC under Open Discussion whenever it is brought to the attention of the SOFASC.
- 2.3.3. When a person fails to attend two (2) consecutive SOFASC meetings, a proposal to remove can be put before the ASC under Open Discussion upon the second consecutive missed meeting.
 - 2.3.3.A. The Facilitator or Co-Facilitator will reach out to that person to give them the opportunity to be present at the third SOFASC meeting.
- 2.3.4. Administrators, Subcommittee Chairpersons, or Liaisons can be removed during his/her term of office by a secret ballot and requires two-thirds majority (66%).
- 2.3.5. Administrators, Subcommittee Chairpersons, or Liaisons resigning or having been removed from office will not be eligible for another position at the ASC for six (6) months.
 - 2.3.5.A. **Exception:** When resignation is intended to facilitate a newly elected position with the agreement of the SOFASC.
- 2.3.6. Any Administrator, Subcommittee Chairperson, or Liaison position left vacant from an early resignation or removal shall remain vacant for one month so the vacancy may be announced to the fellowship.
 - 2.3.6.A. **Note:** The SOFASC Facilitator can appoint an individual to fill the position temporarily.

2.4. Minimum Qualifications for Area Service Trusted Servants

Limits of Guidelines: The qualifications suggested here are meant as a guide to GSRs in selecting trusted servants for the ASC. Some individuals nominated will not fit all the criteria set forth and it should not disqualify them from consideration. It should be stated however, that these guidelines come from previous experience and should be weighed as such when considering a nominee for a particular trusted servant position.

2.4.1. Trusted servants are strongly suggested to have the following minimum clean time requirements:

Administration:

- 2.4.1.A. Facilitator – 3 years
- 2.4.1.B. Co-Facilitator – 2 years
- 2.4.1.C. Secretary – 1 year
- 2.4.1.D. Treasurer – 3 years
- 2.4.1.E. RCM 1 – 3 years
- 2.4.1.F. RCM 2 – 2 years
- 2.4.1.G. Web Coordinator – 2 years
- 2.4.1.H. Guidelines Point Person – 2 years

Subcommittee Chairpersons:

- 2.4.1.I. Public Relations Chair – 2 years
- 2.4.1.J. Literature Chair – 2 Years
- 2.4.1.K. Activities Chair – 2 years
- 2.4.1.L. Hospitals and Institutions Chair – 2 years

Liaison Positions:

- 2.4.1.M. Public Information – 1 year
- 2.4.1.N. Phonenumber – 2 year
- 2.4.1.O. Newsletter – 1 year
- 2.4.1.P. Outreach – 2 year
- 2.4.1.Q. Postal Communications – 1 year

2.4.2. General qualifications applicable to all ASC trusted servants: (taken from ASC job descriptions)

- 2.4.2.A. Demonstrate a willingness to serve and possess the necessary time and resources to fulfill the responsibilities of the position.
- 2.4.2.B. Have an understanding of the Twelve Traditions, Twelve Concepts for NA Service, and the SOFASC Guidelines.
- 2.4.2.C. Be willing to place principles before personalities and serve in the best interests of the Fellowship.
- 2.4.2.D. Resign any other elected Area-level position upon election where required by these Guidelines.

2.4.3. General duties applicable to all ASC trusted servants: (taken from ASC job descriptions)

- 2.4.3.A. Attend all regular SOFASC meetings whenever possible.
- 2.4.3.B. Submit a written report of activities for each ASC meeting when necessary.
- 2.4.3.C. Carry out the responsibilities of their position in accordance with the Twelve Traditions, Twelve Concepts, A Guide to Local Services, and the SOFASC Guidelines.
- 2.4.3.D. Maintain communication with the SOFASC regarding the activities, progress, concerns, and needs of their position or committee.
- 2.4.3.E. Maintain orderly records and materials related to their position and transfer them to the incoming trusted servant at the conclusion of their term.
- 2.4.3.F. Assist in orienting and supporting their successor whenever possible to promote continuity of service.
- 2.4.3.G. Be accountable to the SOFASC and carry out the responsibilities entrusted to them by the Area.

3. Section 3: Who Makes Decisions and How Do We Decide?

Concept Nine:

All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.

3.1. Active and Inactive Groups (Previously Seating Procedure)

The strength of the Area Service Committee depends upon the participation of the groups it serves. For this reason, the SOFASC distinguishes between active and inactive groups to ensure that communication, representation, and decision-making accurately reflect the current participation of the Fellowship.

- 3.1.1. A group is considered active when it is represented at an ASC meeting, identifies itself during roll call, and participates in the ASC through a GSR, alternate GSR or other authorized group representative.
- 3.1.2. An group is considered inactive when it has not been represented by a group trusted servant or authorized group representative at three consecutive ASC meetings.

3.1.3. An inactive group immediately Regains active status upon attending an ASC meeting, identifying itself during roll call, and participating through a GSR, alternate GSR, or authorized group representative.

3.2. Seating Procedure

3.2.1. During the ASC meeting, GSRs, GSR Alternates, or selected representatives, Administrative Committee members, Subcommittee Chairs and Liaisons will be seated first at the table.

3.2.2. If space permits members at large may be seated at the table.

~~An NA group must meet the following requirements to be recognized as having voting privileges at the monthly SOFASC meetings and AGM:~~

~~3.2.3. —That the service structure be operating as per the Guide to Local Services.~~

~~3.2.4. —That the group must be following the Twelve Traditions of Narcotics Anonymous.~~

~~3.2.5. —That the group must be a regularly scheduled meeting.~~

Discussion

~~1.—Any member in attendance may participate in discussions.~~

~~2.—Discussions may be extended or limited by means of a main topic.~~

~~3.—All discussions shall be directed by the Facilitator, or an administrative member appointed by the Facilitator.~~

3.3. Levels of Authority: Discussion and Decision-Making Procedure (expanded & combined)

Concept Seven:

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

3.3.1. SOFASC utilizes a Consensus Based Decision Making process as detailed in "Appendix A" —CBDM.

3.3.2. A proposal is a recommendation or request brought forward by an eligible participant of the SOFASC for consideration by the Area Service Committee. Proposals are used to make decisions affecting the operation, service structure, finances, or guidelines of the SOFASC.

3.3.3. Open Discussion is intended to explore ideas before a proposal is developed and should not be used to revisit decisions already made unless new information has become available.

- 3.3.4. Any GSR, GSR alternate, group selected representative, or SOFASC elected member (e.g. admin committee member, subcommittee chair or liaison) can bring a topic of discussion or proposal to the floor.
- 3.3.5. The member bringing forward a proposal should be present to answer questions and clarify the intent of the proposal. In their absence, the proposal may be deferred unless the ASC determines sufficient information is available to proceed.
- 3.3.6. Straw polls (e.g.: “temperature gauging for 100%”) are not formal votes.
- 3.3.7. Anyone present, at the SOFASC meeting can speak to the proposal or topic of discussion at the floor.
- 3.3.8. Discussion shall continue in accordance with “Appendix A” until a consensus is reached.
- 3.3.9. The level of authority regarding decision-making is assigned by inviting a loving higher power to clarify these questions: **(taken from the regional guidelines this is a big change for the ASC)**
- 3.3.9.1. Does it affect the SOFASC, and the groups? Does the decision need to go back to those groups for consultation? If so, why?
 - 3.3.9.2. Is it a decision that falls on the groups, but yet can be entrusted to the GSRs to actively make during the meeting, without having to have a month elapse for consultation with their groups? If so, why?
 - 3.3.9.3. Is it a decision that can be made by the entire SOFASC body? If so, why are the trusted servants (who serve the GSRs) granted this authority?
- 3.3.10. Proposals that go back to the groups will have the following included in the minutes: the intent of the proposals; a copy of the policy in question to refer to; and the financial impact included.
- 3.3.11. All decisions requiring a vote at SOFASC are decided upon in the following manner: (See “Appendix A GBDM”)
- 3.3.12. Unless stated otherwise, voting by secret ballot is used only when required by these Service Guidelines or when the ASC has ordered the vote to be taken by secret ballot.

4. Section 4: Operating Procedures (Reorganized)

Concept Eight:

Our service structure depends on the integrity and effectiveness of our communications.

4.1. Regional Topics

- 4.1.1. Proposals that have been sent to SOFA from the BC Regional Service Committee (BCRSC) to collect our group conscience must be discussed and dealt with at monthly ASC meetings. It is common practice for these proposals to be brought back to our NA groups to collect their group consciences first, before subsequently collecting our ASC's group conscience from our GSRs (or Alternate GSRs if the GSR is unavailable).
- 4.1.2. GSRs are entrusted with bringing regional topics back to their groups to facilitate discussion and collect an informed group conscience. This is one of the primary responsibilities of a GSR and a vital link in the flow of communication between the groups, the Area, and the Region, ensuring that the decisions of our service structure remain rooted in the collective conscience of the groups.

4.2. Reports

- 4.2.1. All GSRs, Administrators, Subcommittee Chairpersons, and Liaisons are required to submit reports to the Secretary at each SOFASC meeting.
- 4.2.2. All Administrators, Subcommittee Chairpersons, and Ad hoc Chairpersons are required to make their reports available to GSRs and all in attendance at all SOFASC meetings upon request.
- 4.2.3. Reports are intended to inform the ASC of activities since the previous meeting. Questions seeking clarification are welcome; however, discussion requiring group conscience or extended debate should be deferred to Open Discussion or submitted as a proposal.
- 4.2.4. All proposals made within the body of a report will be discussed after the report, dependent on the time required; otherwise, the idea will be discussed during Open Discussion and any decision required will be dealt with then.
- 4.2.5. All standing subcommittee chairs are recommended to produce a quarterly report and quarterly projection of the operation of their subcommittee.

~~4.3. Amendments to the SOFASC Guidelines (moved to section 1)~~

- ~~4.3.1. Proposed amendments to the SOFASC Guidelines must be submitted in writing at a regular SOFASC meeting.~~
- ~~4.3.2. Amendments pertaining to SOFASC Policy shall be brought back to the groups to collect group conscience at the subsequent ASC meeting.~~
- ~~4.3.3. On matters affecting Policy, such as approval, removal or change of the SOFASC Policy, a consensus is required.~~

- 4.3.4. — Any adopted amendment to the SOFASC Guidelines shall take effect immediately unless otherwise noted.
- 4.3.5. — Housekeeping matters such as grammar, punctuation, and spelling, will be dealt with at the SOFASC without going back to the groups for approval.
- 4.3.6. — Amendments will be added to the Guidelines as they occur.
- 4.3.7. — The guidelines will be reviewed on a yearly basis by an ad-hoc committee in October after the AGM.

4.4. Standing Committees

- 4.4.1. Standing subcommittees are the regular subcommittees of the area, including PR, H&I, PI and Activities. The basic descriptions of these, and how they relate to the Area Service Committee, may be found in A Guide to Local Services.
- 4.4.2. All SOFASC Subcommittees will be fully accountable to the SOFASC in carrying out their assigned functions.
- 4.4.3. The SOFASC will be responsible for all reasonable Subcommittee expense, as per projected budgets presented by the Subcommittee Chairpersons.

4.5. Workgroups

- 4.5.1. Sometimes a question or project needs to be referred to a special subcommittee when the task does not fit with the focus of an existing subcommittee. In such cases, the task can be delegated by the SOFASC Facilitator to a Workgroup.
- 4.5.2. These workgroups are set up for specific purposes, and once they have finished their job(s) and have reported back to the SOFASC, they are disbanded.
- 4.5.3. A proposal to refer to a workgroup should specify what the group's purpose would be. The Facilitator may then appoint the Workgroup in its entirety, or he/she may appoint just the Workgroup Point Person, who will organize and facilitate the members and their agenda/schedule at a later time.

5. Section 5: Financial Procedures

Concept Eleven:

NA Funds are to be used to further our primary purpose and must be managed responsibly.

5.1. Use of ASC Funds

- 5.1.1. All monies accumulated from group contributions by the SOFASC, and Subcommittees will be maintained in one common account.
- 5.1.2. All disbursements from the SOFASC account require the authorization of any two of the following signing authorities: Facilitator, Co-Facilitator, Secretary, Literature Chairperson, RCM 1.
- 5.1.3. A prudent reserve of one month's operating expenses shall be maintained by the SOFASC.
- 5.1.4. Regardless of the attendance, the monthly Operating Expenses shall be dispersed as usual to facilitate the ongoing operational requirements of the ASC. See table below, "Monthly Operating Expenses".
- 5.1.5. Consensus must be reached for all topics requiring money expenditure, aside from the above.
- 5.1.6. No expenditure shall be made from the treasury without a receipt, proof of payment, or invoice.
- 5.1.7. ~~No funds exceeding \$200.00 will be disbursed by the Area Treasurer without informing the Facilitator or Co-Facilitator for approval.~~
- 5.1.8. Whenever possible, cheques are to be made out to the establishments for which services are provided.
- 5.1.9. All contributions collected at the SOFASC meetings will be deposited by the Treasurer.
- 5.1.10. Our contribution to the BCR CSC (British Columbia Regional Service Committee) will be determined at the SOFASC meeting prior to the BCR CSC meeting.
- 5.1.11. The SOFASC may opt to seed events or activities (Learning Days etc.).
- 5.1.12. All monies including seed funds and any excess generated by events, Activities, and Literature will be forwarded to the SOFASC Treasurer with a full accounting.
- 5.1.13. Anytime a group submits (2) two NSF (insufficient funds) cheques within a (6) six-month period for Literature purchases, that group will be required for a period of (3) three consecutive months to submit Cash, E-Transfer, Money Order, or a Certified Cheque for Literature purchases.
- 5.1.14. A Treasurer's updated report is required prior to the entertainment of topics under Open Discussion.
- 5.1.15. Any payment exceeding \$50.00 must be made using a traceable method of payment approved by the SOFASC.

5.1.16. All disbursements from Area, subcommittees, and Ad hoc committees of more than \$50.00 are required to be in the form of a cheque.

5.2. Travel Fund

Sending trusted servants from the Area to the Regional meeting is a primary way we support the next level of service; providing funds for travel to the BCRSC keeps us in line with this principle of support. Trusted servants that are funded to attend the BCRSC are expected to attend regional subcommittee meetings as part of that support. As well, such trusted servants have a responsibility to ensure that information from the region is reported back to the area table period to address the principle of support and accountability that are the foundation of this policy.

- 5.2.1. All travel expenses (i.e., mileage @ \$0.50/km, ferry etc.) incurred by ASC members attending the BCRSC (British Columbia Regional Service Committee) on behalf of the SOFASC and requesting reimbursement, must include these expenses in their report following their attendance at the BCRSC. (~~Food and accommodation expenses are not eligible for reimbursement~~).
- 5.2.2. SOFASC will fund accommodation expenses for RCM 1 and RCM 2 for two nights while travelling outside the Lower Mainland for Region.

5.3. ASC Best Practices

- 5.3.1. When a topic changes policy, that policy must be included in the minutes adjacent to the topic.
- 5.3.2. The Literature stockpile shall be a maximum of \$6,500.00. (**consulted Lit Chair and Treasurer – this is what's been done for the last few years**)
- 5.3.3. The group contributions are entered into the treasurer's report.
- 5.3.4. GSR Orientations take place before each area meeting.
- 5.3.5. Regular (bi-annual) area inventories shall be conducted.
- 5.3.6. Conduct regular workshops (possibly in conjunction with ~~dances activities.~~)
 - 5.3.6.1. **Topic examples:** How to write a GSR report; How to write a Subcommittee report; What is consensus-based decision making?; The application of the 12 Traditions and the 12 Concepts; The easiest way to perform service, etc.
- 5.3.7. During the ASC meeting, Literature sales, distribution of Newsletter, Meeting Lists, and all other conduct not pertaining to the business at hand are not to be conducted. However, these services may be conducted before, at halftime, or after the ASC meeting.

Monthly Operating Expenses: (**consulted Treasurer for current expenses**)

Literature locker	\$222.95
Literature	\$600.00
PO Box	\$21.90
Bank Charges	\$4.95
Public Information Literature Budget	\$500.00
Hospitals and Institutions Literature Budget	\$500.00
Activities	\$2,000.00
Website	\$10.00
Cloverdale Church Rent	\$15.00
RCM Accommodations	\$145.34
RCM Fuel	\$40
Basic News	\$13.76
Meeting Lists	\$73.00
Outreach Budget	\$100.00
Miscellaneous	\$25.00
Total:	\$4,271.90

Appendix “A” – Consensus Based Decision Making (from our guidelines)

1. Level One:

- 1.1. Proposal or item is presented with budget implication if any; any clarification needed is provided, short discussion period if warranted.
- 1.2. Facilitator asks for consensus. Does the item receive 100% approval or rejection? If there is 100% approval, the proposal carries, if 100% rejection, proposal fails, record the results in the minutes.
- 1.3. If the item does not receive 100% in either go to LEVEL TWO.

2. Level Two:

- 2.1. Facilitator facilitates consensus building. More information is provided, with full intent for the proposal. A brief break may be necessary.
- 2.2. Discussion is had for/against the proposal; small group discussion may be warranted. Facilitator asks for consensus.
- 2.3. Does the item receive 100% approval or rejection? If 100% approval, proposal carries if 100% rejection, proposal fails if item does not receive 100% in either go to LEVEL THREE.

3. Level Three:

- 3.1. Straw Poll:
- 3.2. If 60% in favour/40% opposed: listen to the minority point of view or have a small group discussion; discuss to reach consensus. Accept the proposal as proposed.
- 3.3. If 50% in favour 50% opposed, 40%/60%, 25%/75% we need reflection:
- 3.4. Delay the decision to the next ASC by doing one of the following:
 - 3.4.1. Form an expert group
 - 3.4.2. Seek more information to present at the following meeting
 - 3.4.3. Send back to the groups

4. Stand Aside:

- 4.1. When a concern has been fully discussed and cannot be resolved, the person with the concern is willing to stand aside: that is, acknowledge that the concern still exists, but allow the proposal to be adopted.

5. Block:

- 5.1. A blocking concern must be based on a generally recognized principle, not a personal preference, or it must be against the entire group's wellbeing.
- 5.2. Before a concern is considered to be blocking, the group must have already accepted the validity of the concern, and a reasonable attempt must have been made to resolve it.

Record of Corrections & Changes to SOFASC Guidelines Document

Date	Section and Page Number	Procedural Guidelines corrections, Changes or Additions
Nov. 3/24	Various throughout entire document Page 1 - header	Grammar and punctuation corrected; all language pertaining to Robert's Rules of Order removed and replaced with CBDM language. List of dates of Guidelines Updates/Approvals added.
Nov. 3/24	Page 2 – Nominations Page 3 – Seating Procedure	“PR Chair” position added, and Subcommittee Chairs clarified with “(Literature, PR, Activities)”. “2. That the group be registered at the World Service Office” removed as this is no longer applicable.
Nov. 3/24	Page 5 - Travel Fund Page 5 - Section 2 Procedures, 8. Monthly Operating Expenses	“Toll” removed from travel expenses as it is not applicable. 1), 7), 10), 11), and 14) dollar amounts changed to reflect current monthly amounts. “Total” recalculated and amended to reflect current total Monthly Operating Expenses of \$3847.50.
Nov. 3/24	Page 7	Added “Record of Corrections & Changes to SOFASC Guidelines Document”.
June 6/26	Page 1 Page 2	Added title page. Added populating table of contents.
June 6/26	Throughout document	Added multi-level list points throughout document. Added page numbers.
June 22/26	Page 3 Page 4	Added Section 1; 1.3 changed wording from “Policy” to “Group Conscience.” Added Web-Coordinator to Admin; changed “Guidelines Reference Person” to “Guidelines Point Person”; added H&I Chair to subcommittee section.
June 22/26	Page 5 Page 9	2.3.2. Removed “at AGM” – all elections are secret ballot 3.1. Added “ASC Best Practices” subheading 3.1.6. changed “dances” to “activities”
July 5/26	Page 10	Updated Monthly Operating Expenses Activities \$1,500 to \$2,000 (approved Jan 2025) Basic News \$189.79 to \$203.63 Total \$3,847.50 to \$4,361.34 Removed “phonelines”
July 2026	Throughout document	Comprehensive review and reorganization of the SOFASC Guidelines. Sections were renamed, renumbered, combined, or moved to improve clarity and reduce duplication. Added Guiding Principles; general qualifications and duties for trusted servants; definitions for active and

		inactive groups; expanded discussion, proposal, and decision-making procedures; Levels of Authority; clarified Regional topic and reporting responsibilities; and updated financial procedures, best practices, and operating expenses. Detailed rationale and sources are provided in the accompanying SOFASC Guidelines Revision – Rationale & Source Document

SOFASC Guidelines Revision – Rationale & Source Document

Proposed 2026 Revision

Purpose of this Document

This document accompanies the proposed 2026 revision of the South of Fraser Area Service Committee Guidelines. Its purpose is to provide additional context for the proposed changes, including the reason each change is recommended, the source or authority relied upon where applicable, and whether the change represents new policy, clarification of existing practice, consolidation of existing guidelines, or reorganization of the document.

This document is intended as a reference to assist groups and GSRs in reviewing the proposed revisions and developing an informed group conscience. It does not form part of the SOFASC Guidelines themselves.

Section 1 – The Basics

1.1 Who We Are

Change: Replaces the former Mission Statement with a clearer description of what SOFASC is and who makes up the Area Service Committee.

Why: Separates SOFASC's identity from its purpose and who it serves, making the Guidelines easier to understand and reducing repetition.

Source/Basis: Adapted from the structure used by VINPRANA and SVINA, which similarly define their ASCs as bodies made up of GSRs and elected trusted servants. Supported by Concept One, which describes groups joining together to create a service structure.

Type: Reorganization / Clarification

1.2 Who We Serve

Change: Creates a separate section identifying the communities served by SOFASC while allowing other NA groups to choose representation through the Area.

Why: Clearly distinguishes who SOFASC serves from its purpose and maintains flexibility for other groups wishing to participate.

Source/Basis: Consolidated from existing SOFASC language. VINPRANA also recognizes flexible Area boundaries as new groups participate.

Type: Reorganization / Clarification

1.3 Our Purpose

Change: Brings SOFASC's purpose, guiding service documents, use of CBDM, accountability of trusted servants, and meeting frequency together under one section.

Why: These requirements were previously spread throughout the Guidelines. Consolidating them creates a clearer foundation and reduces duplication.

Source/Basis: Existing SOFASC Guidelines and the structure of the BC Regional Guidelines, whose Purpose and Scope section similarly establishes its purpose, governing service principles, CBDM, and accountability.

Type: Consolidation / Reorganization

1.4 Guiding Principles

Change: Adds a dedicated section identifying spiritual principals and how they apply at ASC meetings.

Why: Brings the spiritual and service principles underlying SOFASC procedures together in one place and provides guidance when the Guidelines do not specifically address a situation.

Source/Basis: VINPRANA and SVINA both identify guiding principles and NA service literature as the foundation for Area business. The principles are supported throughout the Twelve Traditions and Twelve Concepts, including unity, group conscience, accountability, communication, participation and consideration of all viewpoints.

Type: New Section / Expansion of Existing Principles

1.5 Changes to the SOFASC Guidelines

Change: Combines the existing amendment procedures into one section and distinguishes substantive changes from housekeeping corrections.

Why: Removes duplication and creates one clear process for proposing, approving, and incorporating future guideline changes.

Source/Basis: Consolidated from existing SOFASC amendment procedures, including former Sections 1.6 and 4.3. The procedures have been brought together under Section 1.5 to eliminate duplication. VINPRANA and SVINA similarly distinguish substantive guideline changes requiring group conscience from housekeeping corrections that do not alter the intent of the document.

Type: Moved / Consolidated / Clarified

Related Change: Former Sections containing duplicate amendment procedures are removed because their requirements have been consolidated into Section 1.5.

Section 2 – Choosing and Becoming Trusted Servants

2.1 Nominations

Change: Reorganizes the nomination requirements into a clearer sequence and clarifies eligibility, term limits, nominee attendance, presentation of qualifications, and election questions.

Why: Brings nomination requirements together in one place, making the process easier to follow and helping ensure nominees are considered consistently.

Source/Basis: Primarily reorganized from existing SOFASC requirements. BCRSC similarly allows nominations from members in attendance, requires nominees to accept their nomination, provide their service qualifications, and answer questions regarding their ability to fulfill the position. Concept Four supports carefully considering leadership qualities when selecting trusted servants.

Type: Reorganization / Clarification

2.2 Elections

Change: Consolidates election procedures and clarifies when elections occur, use of secret ballots, vote counting, voting eligibility, and the percentage required for election. Clarifies that all seated ASC participants may participate in elections, with one vote per person.

Why: Creates one clear and consistent election process and expands voting eligibility in elections from GSRs (or Alternate GSRs when the GSR is unavailable) to all seated ASC participants, with one vote per person. Election procedures are also consolidated and clarified.

Source/Basis: Existing SOFASC procedures and comparable BC Regional practice. BCRSC uses secret ballots, appoints non-voting members as vote counters, destroys ballots after each count, and permits elected members of the service body to vote in elections.

Type: Consolidation / Clarification / Expanded Voting Eligibility

2.4 Minimum Qualifications for Area Service Trusted Servants

Change: Brings minimum clean-time recommendations into one section and establishes general qualifications and duties that apply to all Area trusted servants.

Why: Creates consistent expectations across Area positions and avoids repeating the same qualifications and responsibilities within every individual job description. The introductory wording also clarifies that these qualifications are intended as guidance based on experience rather than automatic grounds for disqualifying a nominee.

Source/Basis: General qualifications and duties were consolidated from existing SOFASC job descriptions. These include willingness and ability to serve, understanding of NA principles and SOFASC Guidelines, attendance, communication, record keeping, succession support, and accountability to the Area. BCRSC similarly establishes general minimum requirements for elected positions, including

commitment to service, service experience, and willingness to provide the necessary time and resources.

Type: Consolidation / Standardization / Clarification

Section 3 – Who Makes Decisions and How Do We Decide?

3.1 Active and Inactive Groups

Change: Separates Active/Inactive Groups from the Seating Procedure and clearly defines when a group is considered active, inactive, and how it regains active status.

Why: Provides a consistent way to identify which groups are currently participating in the Area. The three-consecutive-meeting standard avoids changing a group's status because of an occasional absence, while allowing an inactive group to immediately regain active status when it returns ensures there is no unnecessary barrier to participation.

Source/Basis: Adapted from VINPRANA, which defines an active group through attendance, roll call and participation, and considers a group inactive after three consecutive meetings without representation.

Type: New Procedure

3.2 Seating Procedure

Change: Separates the physical seating procedure and requirements for group recognition from the new Active/Inactive Groups section.

Why: Retains the existing requirements for a group to be recognized at SOFASC while placing them alongside the new Active and Inactive Groups provisions to create a clearer overall structure for group participation.

Source/Basis: Reorganized from existing SOFASC procedures. The requirements continue to recognize groups based on operating within the NA service structure, following the Twelve Traditions, and being a regularly scheduled NA meeting.

Type: Reorganization / Clarification

3.3 Levels of Authority: Discussion and Decision-Making Procedure

Change: Expands and clarifies how topics are discussed, developed into proposals, and decided through CBDM. It defines proposals, clarifies who may bring forward topics or proposals, distinguishes Open Discussion from formal decision-making, and confirms that straw polls are informational rather than formal votes.

Why: Creates a clearer path from discussion to decision. Open Discussion allows ideas to be explored before a proposal is developed, while proposals provide a clear question for the ASC to consider through CBDM. This helps ensure decisions are based on a clearly understood proposal rather than informal discussion.

Source/Basis: SVINA similarly distinguishes Open Discussion from proposals and defines proposals as ideas requiring a decision of the Area Service Committee. Concept Seven supports participation of service-body members in the decision-making process.

Type: Consolidation / Clarification / **Expanded Procedure**

3.3.9 – Levels of Decision-Making Authority

Change: Adds a process for determining who has the authority to make a particular decision: the groups, the GSRs acting at the ASC, or the entire SOFASC body.

Why: Not every Area decision requires the same level of group involvement. The new questions help SOFASC determine whether a matter needs to return to groups for consultation or whether sufficient authority has already been delegated to GSRs or the ASC body. This is intended to protect group authority without requiring every operational decision to be sent back to the groups.

Source/Basis: Adapted from the BC Regional Guidelines – Levels of Authority and supported by Concepts Two and Three. Concept Two establishes the groups' final responsibility and authority, while Concept Three allows groups to delegate enough authority for the service structure to carry out its responsibilities. The Concepts specifically explain that delegated authority allows service decisions that do not directly affect groups to be made without requiring groups to ratify every decision.

The easiest way to think about the difference:

3.3 asks: *How do we make a decision?*

3.3.9 asks: *Who should make that decision?*

So, for example, SOFASC could discuss an issue under **3.3**, develop a proposal, and then use **3.3.9** to determine: *“Does this need to go back to the groups, can the GSRs decide it here, or can the whole ASC body decide it?”*

Type: **New / Major Procedural Change**

Section 4 – Operating Procedures

4.1 Regional Topics

Change: Clarifies how proposals and topics received from BCRSC are handled at the Area level and identifies the GSR's responsibility to bring Regional matters to their groups for discussion and group conscience.

Why: Intended to strengthen the communication link between the Region, Area, and groups and helps ensure that SOFA's response to Regional matters reflects an informed group conscience rather than only the opinion of those present at the ASC.

Source/Basis: Concepts Two and Eight. Concept Two establishes the groups' final responsibility and authority for NA services, while Concept Eight states that the service structure depends on effective communication. Concept Two also identifies the GSR as an important way groups exercise their responsibility and authority within the service structure.

Type: Clarification / Expanded Procedure & Responsibility

4.4 Standing Committees

Change: Organizes the provisions relating to SOFASC standing committees, including their relationship to the Area, accountability, and reasonable expenses.

Why: Keeps the general requirements applying to all standing committees together rather than repeating them within individual committee descriptions. It also reinforces that subcommittees carry out delegated services on behalf of and remain accountable to SOFASC.

Source/Basis: Existing SOFASC procedures and *A Guide to Local Services*. BCRSC follows a similar accountability structure, requiring its subcommittees to remain accountable to the Regional Service Committee in carrying out assigned functions.

Type: Reorganization / Clarification

Section 5 – Financial Procedures

5.1 Use of ASC Funds

Change: Reorganizes and updates the procedures for managing SOFASC funds, including authorization of disbursements, documentation of expenses, consensus for expenditures, deposits, and traceable payment methods.

Why: Creates clearer financial controls and accountability for Area funds while updating procedures to reflect current payment practices.

Source/Basis: Existing SOFASC financial procedures and Concept Eleven, which states that NA funds are to be used to further the primary purpose and must be managed responsibly.

Type: Reorganization / Clarification / Strengthened Financial Controls

5.1.2 – Two-Person Authorization

Change: Updates the existing two-person authorization requirement so that all disbursements require authorization from two designated signing authorities, rather than specifically requiring the Treasurer or

acting Treasurer to be one of them. The separate additional approval requirement for expenditures over \$200 is removed.

Why: Maintains two-person oversight of all Area disbursements while providing greater flexibility in which designated signing authorities may authorize a transaction and eliminating the separate \$200 approval threshold.

Source/Basis: Existing SOFASC financial procedures, supported by Concepts Five and Eleven regarding accountability and responsible management of NA funds.

Type: Modification of Existing Financial Control / Clarification

5.1 – Traceable Payments

Change: Requires payments over \$50 to be made using a traceable method approved by SOFASC, while removing the previous requirement that these payments specifically be made by cheque.

Why: Modernizes the financial procedure to allow current payment methods while maintaining a clear record of transactions for accountability and financial reporting.

Source/Basis: Existing SOFASC financial procedures and Concept Eleven's principle of responsible financial management.

Type: Updated Procedure / Modernization

5.2 Travel Fund

Change: Clarifies the purpose of funding trusted servants to attend BCRSC and connects that funding with expectations for Regional participation and reporting information back to SOFASC.

Why: Reinforces that Area-funded travel supports the connection between SOFASC and the Region and that trusted servants receiving funding are accountable for participating and maintaining the flow of information back to the Area.

Source/Basis: Existing SOFASC travel procedures, supported by Concept Eight, which states that the service structure depends on the integrity and effectiveness of its communications.

Type: Clarification / Expanded Rationale

5.3 ASC Best Practices

Change: Reorganizes the existing ASC Best Practices within the revised Guidelines, with individual updates noted separately where applicable.

Why: Documents practices that support consistency, accountability, effective meetings, and continuity of service rather than relying on these practices being passed down informally.

Source/Basis: Existing SOFASC procedures and established Area practice.

Type: Reorganization / Clarification

5.3 – Literature Stockpile

Change: Establishes the Literature stockpile maximum at **\$6,500**.

Why: Updates the Guidelines to reflect the amount currently required and used in practice rather than leaving the amount unclear or outdated.

Source/Basis: Consultation with the SOFASC Literature Chair and Treasurer; the draft notes that \$6,500 reflects the practice used over the last several years.

Type: Current Practice / Administrative Update

5.3 – Monthly Operating Expenses

Change: Updates the Monthly Operating Expenses table to reflect current SOFASC expenses and approved budgets. **This is subject to change** as it does not completely align with current practiced monthly operating expenses, the workgroup will continue to consult with the area treasurer to confirm.

Why: Ensures the Guidelines accurately reflect the Area's current regular financial commitments and provides transparency regarding how Area funds are allocated.

Source/Basis: Current expenses confirmed through consultation with the SOFASC Treasurer.

Type: Administrative / Financial Update