

## Guidelines for Kansas City Metro Service Committee of Narcotics Anonymous (KCMSCNA)

Revised 11/12/2017

We NA members need always remember our service literature the 12 traditions, 12 concepts, Guide to Local Services in NA, and subcommittee handbooks. These guidelines are meant to supplement our service literature, not replace it.

- **Name** Kansas City Metropolitan Services Committee
- **Frequency** Meets the second Sunday of the 2<sup>nd</sup> and 3<sup>rd</sup> months of each quarter- Feb, Mar, May, June, Aug, Sep, Nov, and Dec.
- **Time** 2 – 4 pm
- **Location** Rotating between the member areas. It is desired that the location is close to the borders of the other Areas. The meeting will be non-smoking.
- **Vision** That no addict seeking recover need ever die.
- **Mission** It is the Mission of the Kansas City Metropolitan Services Committee to provide a common set of shared services to its member areas of Narcotics Anonymous. We are directly responsible to the groups in each of these areas. Our Mission is to ensure that we administer services as effectively as possible to allow these groups to carry the message to the addict who still suffers.

### I. Member Areas:

1. Heartland Area – Consists of groups in Johnson, Wyandotte and Miami Counties, Kansas.
2. Northland Area – Consists of Clay, Platte and Ray Counties.
3. United Kansas City Area – Borders are the other three Areas in the MSC.
4. West-Central Missouri Area – Western boundary is the KC, MO city limits and KS/MO state line (where south of KC). Northern boundary is the Missouri River. Southern boundary is the Ozark area. Eastern boundary is Mid-Missouri area.

### II. Responsibilities of each Area:

1. Support its groups and foster group growth
2. Continue to support subcommittees via member participation in MSC. It is suggested each area have at least 1 member participate in each Subcommittee.
3. Send MCM to MSC and communicate amongst areas.
4. Send RCM to Regional Services Committee meeting.
5. Continue to fund services per agreed upon budgets
6. Develop services, as necessary, that compliment (but don't overlap) those of the MSC.
7. Approve any changes to the KC MSC or KC Metro Subcommittee Guidelines.

### **Trusted Servants:**

1. Chair- Responsible for flow of MSC meeting
2. Alternate Chair- Records and distributes minutes, acts as chair if chair not present. Maintains current copy of KC MSC Guidelines and KCM Subcommittee Guidelines and updates as required.
3. Treasurer- Responsible for Metro budget and reporting on financial status of MSC. Submits monthly and yearly reports of the MSC finances.
4. Alt-Treasurer- Acts as Treasurer if Treasurer not available. Records and distributes minutes if Vice Chair needs to chair MSC.

### **III. Subcommittee chairs:**

The subcommittees meet monthly at the location of their choice.

1. Activities - Was omitted in February 2010
2. Freedom to Change – Puts on our annual convention around New Year’s Eve
3. Hospitals & Institutions – Carries the message of NA to those who cannot attend our regular recovery meetings
4. Literature – Develops and reviews new NA literature
5. Newsletter - Creates, edits, prints, and distributes our MSC’s monthly newsletter
6. Outreach - Provides support to new or struggling groups.
7. Public Relations - Maintains and prints accurate meeting schedules. Any schedule format changes other than updating Group or meeting information must be taken back to the Areas for approval. Maintain MSC website [www.kansascityna.org](http://www.kansascityna.org) , administers and supports Phone line, 816-531—2250/800-561-2250, is responsible for general public information to our community Facilitates Public Service Announcements, and newspaper listings, etc.

If any literature is printed for distribution to the general public with the Kansas City Metro Services committee name, phone numbers, and/or website on it needs approval through the PR subcommittee.

8. Smithville Campout - Puts on our annual campout in May.

#### **IV. Guidelines for Trusted Servants/Chairs:**

1. Carry out duties/responsibilities of subcommittee chair as outlined in the WSO service manual for that subcommittee.
2. We need to remember our fourth concept, "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."
3. Attend all MSC meetings or have an alternate attend, if unable to attend.
4. One year term beginning January 1<sup>st</sup>.
5. It is highly recommended that each subcommittee have an Alternate Chair.
6. It is recommended that Subcommittee Chairs attend the RSC subcommittee meetings. The Subcommittee should include a place in their annual budget to allow the treasurer to know that they plan on using a room and what gender.
7. The MSC will reimburse cost of gasoline for those required to attend the RSC meeting. Receipts for gasoline must be presented at the Metro following the RSC to be reimbursed

#### **V. Nomination/Election of Trusted Servants:**

MCM's will be asked to solicit nominations for trusted servants from the member areas, this will happen in June. The process is as follows:

1. June – MCM's ask GSR's to take nomination request back to groups
2. July – Areas receive nominations from GSR's
3. August – MCM's bring nominations and service resumes to MSC; Nominated members are requested to be present at MSC. MCM's take nominations back to areas
4. September – Area's discussed and brings any discussion to MSC.
5. November – MCM's bring vote to MSC. MCM should get tally vote by group in case consensus cannot be reached. i.e. if the area has 10 groups, there should be 10 votes.

#### **VI. Decision Making:**

1. Consensus based decision making will be utilized for routine business matters such as approval of budgeted fund distributions.
2. Elections, MSC or Metro Subcommittee Guideline changes will be taken back to the Areas.
3. Any MCM may request to take an issue back to obtain their Area in order to obtain an Area Conscience.
4. Metro motions may be introduced by Metro Committee members, Metro Subcommittee Chairpersons and Metro Trusted Servants except Metro Chairperson.

## **VII. Budgets:**

1. The money for our services will be budgeted for monthly/quarterly depending upon the frequency of the MSC meeting.
2. The prudent reserve should be at least one quarter of expenses.
3. The fund flow of the guide to local services suggests that the areas donate to the MSC.
4. The MSC does not pass funds on the other service bodies, except back to the Areas if the Metro disbands.
5. We recommend that when the MSC has excess funds, to notify the ASC members to send all excess funds on to the RSC/WSO until the excess is used by our services.

Annual budgets will be submitted to the MSC at least 4 months before the end of the year, if meeting monthly. This will occur 2 quarters before the end of the year if meeting quarterly. The process is as follows:

1. August – Subcommittee budgets are submitted
2. September – Treasurer presents 12 month budget projection based upon Subcommittee budgets, expected MSC expenses and income, and shows practicality of expenses based on priorities. MSC's will take budget to area for discussion.
3. November – Discussion of budget
4. December MSC Amend budget as necessary and approve

## **IX. FACILITIES:**

1. The PO Box is shared with UKCANA. The address is PO Box 410187, Kansas City, MO 64141. It is paid for bi-annually. The Metro Chair has the keys to the Box.
2. The Storage unit is shared and maintained by the Metro for supplies purchased and used by Metro Subcommittees.
3. Subcommittees will store all supplies in Metro storage located at: Public Storage, 3440 Main, Kansas City, MO 64111. It is paid for monthly. The Metro Chair, and the Metro Treasurer will hold the keys to the Storage unit.
4. Access will be provided by the subcommittee chair by contacting key holder to check out the key. It will be the responsibility of the subcommittee to return key at agreed upon date.
5. An inventory sheet for each subcommittee will be maintained by each subcommittee chair. This inventory will be kept at the storage unit for logging and check out of stored supplies.
6. Subcommittees will agree to only remove items that are on their inventory sheets, unless written permission of other subcommittee has been given for specific use of their supplies. This will be noted on the subcommittees inventory sheet at the time of use.

**X. MSC Trusted Servants:**

1. The MSC Trusted Servants are Chair and Alternate Chair, Treasurer and Alternate Treasurer and Subcommittee Chairpersons.
  - a. MSC Trusted Servants must be able to work for the common good of the member Areas, placing principles before personalities at all times, and must have the willingness to give the time and resources necessary for the job.
2. All MSC Trusted Servants are asked to keep any expenses incurred in performing their duties to a minimum.
  - a. Checking into pricing and availability of resources prior to incurring expenses is one way of assuring our Seventh Tradition is always maintained.
  - b. All reimbursements may only be obtained upon presentation of valid receipts or pre-approved Purchase Orders.
  - c. Any advanced moneys must be accounted for by valid receipts being turned in to the MSC Treasurer.
  - d. Any excess funds from advanced moneys are to be returned to the MSC Treasurer.
  - e. A Trusted Servant's records will be given to the newly elected Trusted Servant upon election.
3. In order to coordinate its services, the MSC elects Trusted Servants yearly.
  - a. Leadership and the ability to organize and give the committee direction and incentive must come from its Trusted Servants.
  - b. Choosing MSC Trusted Servants should be done with great thought and consideration of the individual nominated for the position.
  - c. A candidate's performance of duties, through an Alternate Trusted Servant's term should be given ever consideration.
4. The MSC Trusted Servant needs a working knowledge of the "Twelve Traditions", "Twelve Concepts", "Twelve Steps" of Narcotics Anonymous, "MSC Guidelines", and "Guide to Services in NA."

**A. MSC Chair person:**

**1. Qualifications: (suggested)**

- a. Five (5) Years clean time.
- b. Served at least two (2) years as an Area Trusted Servant or on an MSC subcommittee and completed the terms.

**2. Term:**

- a. One (1) year commencing January 1<sup>st</sup>.

**3. Duties:**

- a. Is cosigner on MSC General Account and coordinates with Treasurer and/or Alternate Chair in signing of any MSC checks.
- b. Is responsible for presiding over the monthly MSC.

- c. Maintains MSC Guidelines.
- d. Maintains MSC Personnel Roster.
- e. Coordinates and locates a Chair for the biennial MSC Inventory.
- f. In possession of one (1) key to the MSC PO Box, picking up and distributing MSC mail.
- g. Reviews the bank statement each month any discrepancy before handing to Treasurer.

**B. Alternate Chair person:**

**1. Qualification: (suggested)**

- a. Four (4) years clean time.
- b. Served at least one (1) years as an Area Trusted Servant or on an MCM subcommittee and completed the term.

**2. Term:**

- a. One (1) year commencing January 1<sup>st</sup>.

**3. Duties:**

- a. Is cosigner on MSC General Account and coordinates with Treasurer and/or Chair in signing of any MSC checks.
- b. Is responsible for presiding over the monthly MSC in case the Chair is not present.
- c. Is responsible for distributing the MSC minutes to the MCM's and subcommittee chairs in a timely manner. One week from the MSC is a general guideline.
- d. Is responsible for ordering and/or providing a copy of appropriate Handbooks to Subcommittee Chairpersons (may photocopy current versions),
  - i. Hospitals & Institutions – H&I Handbook.
  - ii. Literature – Literature Handbook.
  - iii. Newsletter – Newsletter Handbook.
  - iv. Outreach – Outreach Handbook.
  - v. Public Relations – PR Handbook.
  - vi. Phone Line – Phone Line Handbook.
  - vii. Treasurer and Alternate Treasurer – Treasurer's Handbook.
- e. Maintain current copy of KC MSC Guidelines and KCCSC MSC Subcommittee Guidelines and update as required.

**C. Treasurer:**

**1. Qualifications: (Suggested)**

- a. Five (5) years clean time.
- b. Experience in Bookkeeping or Accounting.
- c. Served one (1) year as Group, Area, Freedom to Change, or Regional Treasurer and one (1) years as Area Trusted Servant or Subcommittee member, completing the terms.

**2. Term:**

- a. One (1) year commencing January 1<sup>st</sup>.

**3. Duties:**

- a. Deposits and records MSC income. (Referring to Treasurer Handbook)
- b. Makes a Monthly Report of the MSC's General Account, including the prior receipts and disbursements, at each MSC meeting.
- c. Keeps a running balance at each MSC so that the minutes reflect the ending balance after the MSC is completed to show the approximate ending balance after all moneys have been distributed.
- d. Is primary signer on MSC Bank Account:
  - i. General Account : Cosigners are MSC Chairperson and Alternate Chairperson
  - ii. General Account has Tax ID Number of MSC
- e. Is responsible and accountable for all MSC funds deposited and disbursed during term in MSC Bank Account. This includes maintenance of all bank account authority and prudent reserve.
- f. May distribute up to \$25.00 monthly to any MSC Trusted Servant without prior Committee approval only if valid receipts are provided. These funds will be included in the Monthly Treasurer's Report.
- g. Investigates any complaints brought to the MSC by members of Groups regarding expenses, and reports any and all findings to the MSC.
- h. Disburses funds as necessary and in accordance with MSC decisions. If for any reason funds are not available in the bank account, notice of such must be made verbally and in written form.
- i. Provides the Alternate Chairperson with funds needed for expenses incurred in fulfillment of duties as described within these Guidelines, and for distribution of MSC minutes. All excess funds are to be returned to the General Account.
- j. Submit a yearly report at the end of term showing all receipts and disbursements from January to December.
- k. Presents an Annual Financial Review, in August, including a comparison of the prior year's income and expenses with that year's budget. A twelve (12) month budget projection shall be presented consolidating July Subcommittee budgets and MSC's expected expenses and income.
- l. Maintains the MSC's Financial Records and prepares any reports needed to file with the Internal Revenue Service through an outside Accountant/Tax Preparer by April 15<sup>th</sup> of each year.
- m. Coordinates and annual audit of the MSC books.
- n. In the event that Smithville Campout does have a Chair or Vice-Chair by February MSC, the MSC Treasurer reserves the camp sites for the annual Campout.

**D. Alternate Treasurer:**

**1. Qualifications: (Suggested)**

- a. Four (4) years clean time.

- b. Experience in Bookkeeping or Accounting.
- c. Served one (1) year as Group, Area, Freedom to Change, or Regional Treasurer and completed the term.

**2. Term:**

- a. One (1) year commencing January 1<sup>st</sup>.
- b. To be nominated as Treasurer at the end of term.

**3. Duties:**

- a. Assists MSC Treasurer with any duties needed.
- b. In the absence of the MSC Treasurer, assumes all Treasurer Duties as described within these Guidelines.
- c. Attends all MSC meetings.
- d. Assists the Treasurer in preparation of the Annual Financial Review for the August MSC.
- e. Assists the Treasurer with the annual audit of MSC books.



**XI. Agenda for MSC Meeting:**

Agenda for KC Metro Service Committee meeting:

1. Open at 2pm with prayer
2. Reading of 12 Traditions of NA, 12 Concepts of NA Service
3. Roll Call of Members
4. Review / Approve minutes from last MSC
5. Reports:
6. Trusted Servants
  - a. Election of officers
  - b. Election of subcommittee chairs
  - c. Discussion/Nominations of open positions
7. Old Business
8. Treasurer Report
9. Metro Committee Members (MCM's) Area Reports:
  - a. Heartland Area (HANA)
  - b. United KC Area (UKCANA)
  - c. Northland Area (NANA)
  - d. West Central Missouri Area (WCMO)
  - e. Metro Subcommittees
    - i. Public Relations
    - ii. Freedom to Change
    - iii. Outreach
    - iv. Smithville Campout
    - v. H&I
    - vi. Literature
    - vii. Activities
    - viii. Newsletter
10. Treasurer Subtotals – revised with group requests.
11. Open Forum (discussion of new or old business topics)
  - (a) Old Business
  - (b) New Business
12. Date, Time, and Location for Future Meetings
13. 7<sup>th</sup> tradition to pay meeting facility rent
14. Close with prayer, no later than 4:00pm