

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

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 2nd and 3rd 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 Missouri Valley Area.

II. Responsibilities of each Area:

1. Support its groups and foster group growth
2. Support for 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.
8. Use Kansascityna.org as the website for all communications with the fellowship.

Trusted Servants: nferec

1. Chair- Responsible for flow of MSC meeting
2. Alternate Chair- Acts as chair if chair not present. Maintains current copy of KC MSC Guidelines and KCM Subcommittee Guidelines and updates as required.
3. Recorder- Records and distributes minutes. Make sure that next 2 scheduled meetings are scheduled (according to rotation) or if meeting on Zoom (or other video conferencing platform) is responsible for scheduling the date and time for the Metro and notifying the fellowship of the Zoom Link and having said link posted on website. Prepare flyers for next meetings and post on website in conjunction with webmaster. Assists the Alt Chair with keeping MSC and subcommittee updated.
4. Treasurer- Responsible for Metro budget and reporting on financial status of MSC. Submits monthly and yearly reports of the MSC finances. Make sure that financial reports are regularly reconciled in coordination with Alt Chair and rotating Committee Chair(s).
5. Alt-Treasurer- Acts as Treasurer if Treasurer not available. Records and distributes minutes if Recorder not able to attend MSC.

III. Subcommittee chairs:

The subcommittees meet monthly at the location of their choice.

1. Activities - Omitted in February 2010
2. Freedom to Change – The Freedom to Change, (F.T.C.) and Convention subcommittee's purpose is to make all necessary decisions affecting the convention. The convention purpose is to provide a safe haven for addicts to celebrate recovery and encourage unity and fellowship during the New Year holiday season.
3. Hospitals & Institutions – The purpose of an H&I meeting is to carry the message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings, except for those in long-term facilities, are intended to introduce those addicts in attendance to the basics of the NA program. These meetings occur in hospitals, treatment centers, correctional facilities, and adolescent institutions. Rather than being an NA group, it is vital that an H&I meeting always be held under the direction of an H&I subcommittee.

4. Literature Development Subcommittee – Maintains awareness of literature development at World and Regional levels. Where appropriate, seeks input from Metro members on literature being developed and submits via the appropriate mechanism, for review at NAWs being out for review. Seeks literature ideas from Metro members for possible development into regional proposal to be submitted for WSC consideration. Would not necessarily have to regularly but hold workshops when there is literature to consider/review.
5. Outreach- Fosters growth in areas places where NA has limited access to the existing service structure for any reason. Connects with NA members that are disconnected from NA for reason other than lack of interest or willingness. Provides mentors, information and opportunities to existing NA (groups and areas) are newly established.
6. Public Relations - Maintains and prints accurate meeting schedules. Maintain MSC website www.kansascityna.org , administers and supports Phone line 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.
7. 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 1st. With the exception of Treasurer (18 months), FTC (18 months.)
5. It is highly recommended that each subcommittee have an Alternate Chair.
6. It is recommended that Subcommittee Chairs attend the RSC subcommittee meetings where appropriate. 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.
8. Will use Consensus Based Decision Making (CBDM.)

V. Nomination/Election of Trusted Servants:

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

1. *December*—MCM's ask GSR's to take nominations back to groups for Treasurer, Alt Treasurer, FTC Chair, and Smithville Chair. (FTC Chair and Smithville Chair may choose to self nominate.)
2. *June* – MCM's ask GSR's to take nomination request back to group all other positions (except FTC)
3. *January and July* – Areas receive nominations from GSR's
4. *August and February* – 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
5. *September and March* – Area's discussed and brings any discussion to MSC.
6. *November and June* – 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 proposals.
2. Any MCM may request to take an issue back to obtain their Area in order to obtain an Area Conscience.
3. Metro proposals 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 to 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.
6. Annual budgets will be submitted to the MSC 2 quarters before the end of the year 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. MSM'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 Metro address is PO Box 410187, Kansas City, MO 64141. The PO Box is paid annually by the Treasurer and is due by May 31st.
2. The the Recorder will have the keys to the Box. The PO Box should be checked before each Metro meeting and the mail should be distributed at the Metro meetings.
3. The Storage unit is shared and maintained by the Metro for supplies purchased and used by Metro Subcommittees. The Treasurer will set up payments for the space with Jacobs Well Church.
4. Subcommittees will store all supplies In the Metro storage room located at the Church at 1501 W. 42nd St, Kansas City, MO 64111. It is paid for monthly.
5. The Metro Chair and the Sub-Committee Chairs will hold the keys to the Storage unit.
6. Each key holder is responsible for that set of keys and seeing that they are passed on to the next Chair or subcommittee chair.
7. Each subcommittee will be responsible for labeling their supplies that are stored in the storage space.
8. Supplies may be shared among subcommittees only with written permission of other subcommittee(s) for specific use of their supplies.

X. MSC Trusted Servants:

1. The MSC Trusted Servants are Chair and Alternate Chair, Recorder, 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.
 - b. Maintain atmosphere of recovery and service.
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 or for 18 months.
 - 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. 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 Local 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.
- c. Has Chaired other NA services bodies (ie ASC, Area or Metro Subcommittee, AdHoc Committees.)
- d. Attended several Metro meetings to have understanding of flow of business.

2. Term:

- a. One (1) year commencing January 1st.

3. Duties:

- a. Is responsible for presiding over the monthly MSC.
- b. Remain free of opinion regarding topics, decisions, etc...to ensure decisions of Metro belong to MCM.
- c. Is cosigner on MSC General Account and coordinates with Treasurer and/or Alternate Chair in signing of any MSC checks.
- d. Work with Recorder when unexpected situations occur (ie weather causes Metro to be rescheduled and all trusted servants needed to informed.)
- e. Maintains MSC Guidelines with Recorder.
- f. Coordinates and locates a Chair for the biennial MSC Inventory.
- g. Reviews the bankaccount online each month any discrepancy before in conjunction with 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 1st.

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 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.

C. Recorder

1. Qualifications:

- a. Two (2) years continuous clean time.
- b. Must have computer access and be proficient in computer skills, including e-mail, some kind of document for note taking and spreadsheet ability.

2. Term:

- a. One (1) year beginning January 1st.

3. Duties:

- a. Records minutes for all Metro meetings.
- b. Provides copies of fliers or suitable documents as needed for MSC meetings that are submitted by subcommitted chairs or MCM’s at least a week in advance.
- 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. Works with webmaster to ensure that Metro meetings are correctly list for location and time or Zoom link or other video sharing platform (if applicable.)
- e. Works with Alt Chair to keep guidelines updated.
- f. Maintain current copy of KC MSC Guidelines and KC MSC Subcommittee Guidelines and update as required.
- g. Maintains MSC Personnel Roster.
- h. Maintains list of current GSR’s and interested parties with the help of the MCM’s.
- i. Works with Chair when unexpected situations occur (ie weather causes Metro to be rescheduled and all trusted servants needed to informed)

D. Treasurer:

2. 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.

3. Term:

- a. One (1) year commencing January 1st.

4. 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. 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.
- d. Is responsible and accountable for all MSC funds deposited and disbursed during term in MSC Bank Account which shall include a checkbook and bank card. This includes maintenance of all bank account authority and prudent reserve.
- e. 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.
- f. Investigates any complaints brought to the MSC by members of Groups regarding expenses, and reports any and all findings to the MSC.
- g. 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.
- h. Provides the Recorder 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.
- i. Treasurer should have access to FTC and Smithville bank accounts for accountability.
- 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 and reconciliation, 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. (This should include FTC and Smithville Campout and maybe coordinated with with the treasurers of each committee.)

- 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 15th of each year.
- m. 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.

E. 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 1st.
- 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.

Revised September 2020

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. Freedom to Change
 - ii. H&I
 - iii. Literature
 - iv. Newsletter
 - v. Public Relations
 - vi. Outreach
 - vii. Smithville Campout
10. Open Forum (discussion of new or old business topics)
 - (a) Old Business
 - (b) New Business
11. Date, Time, and Location for Future Meetings
12. 7th tradition to pay meeting facility rent
13. Close with prayer, no later than 4:00pm