

## Guidelines for Kansas City Shared Services Committee of Narcotics Anonymous (KCSSCNA)

Proposed August 2022

NA members need always remember our service literature, the 12 Traditions, 12 Concepts, and Guide to Local Services in NA. These guidelines are meant to supplement our service literature, not replace it.

- Name: Kansas City Shared Services Committee
- Frequency: Meets the second Sunday of the following months of each quarter- Feb, May, Aug, and Nov.
- Time: 2 – 4 pm
- Location : Determined by the Committee. The meeting will be non-smoking.
- Vision That no addict seeking recovery need ever die.
- Mission: It is the Mission of the Kansas City Shared Services Committee to provide a common set of specific 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.

Unaffiliated Groups- in order to encourage a flexible structure, any Group within the geographic proximity of the Greater Kansas City Metropolitan Area may participate as part of the Shared Services, including decision-making as well as informational listing of the Group on the website and meeting schedules.

### II. Responsibilities of each Area/Group:

1. Support its groups and foster group growth.
2. Continue to fund Shared Services per agreed upon budgets.
3. Approve any changes to the KCSSCNA Guidelines.
4. Communicate with the KCSSCNA regarding ongoing Shared Services.

### Communication/Accountability:

1. The following committees will be responsible for posting minutes/reports/information on a widely available forum such as kansascityna.org for groups/members to view as needed: Freedom to Change and Smithville Campout
2. 2x per year, a city-wide event will be coordinated by the Shared Services Committee to bring the Kansas City geographical groups together to get updates on shared services, Freedom to Change and Smithville Campout and other groups within the Kansas City geographical area.

Trusted Servants:

1. Chair- Responsible for flow of Shared Services Committee meeting
2. Alternate Chair- Records and distributes minutes, acts as chair if chair is not present. Maintains current copy of KCSSCNA Guidelines and updates as required.
3. Treasurer- Responsible for KCSSCNA budget and reporting on financial status of KCSSCNA. Submits quarterly and yearly reports of the KCSSCNA finances.
4. Alt-Treasurer- Acts as Treasurer if Treasurer is not available. Records and distributes minutes if Alternate Chair needs to chair KCSSCNA.

III. Committee Members:

The Committee members meet quarterly as part of the KCSSCNA meeting. Additional meetings as required to facilitate the Shared Services may be scheduled as needed.

Duties of the Committee members include maintaining and staffing the Shared Services defined as follows:

Phone Line- the phone line service for the geographical Kansas City NA Community will be maintained by the KCSSCNA. NA Members with the willingness to answer phone calls will be recruited to staff the phone line service. Should a call not be answered and someone interested in NA leaves a message, volunteers will retrieve the message and contact the interested person to provide information regarding Kansas City Narcotics Anonymous. Any phone line capability such as providing meeting information upon pressing keys during a call will be maintained based on communications from the Areas/Groups to the KCSSCNA.

Website- the Kansascityna.org website for the geographical Kansas City NA Community will be maintained by the KCSSCNA. NA Members with the willingness to administer the website will be recruited to staff the administrative functions. These include updating meeting information, posting Area and Group event flyers, and forwarding any inquiries which are directed to the website to the Areas (such as requests for PR presentations).

Meeting Schedules- the KCSSCNA will maintain an accurate meeting list for the geographical Kansas City NA Community. Printing of meeting schedules will be performed three times per year in **April, August and December**. The Areas/Groups are responsible for requesting the quantity of schedules that they require prior to each printing.

IV. Guidelines for Trusted Servants/Chair:

1. Carry out duties/responsibilities of the Shared Services to serve the Groups.
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 KCSSCNA meetings or have an alternate in attendance, if unable to attend.
4. One year term beginning in February.
5. It is highly recommended that there is an Alternate Chair.

V. Nomination/Election of Trusted Servants:

Areas/Groups and Trusted Servants currently serving on the Shared Services Committee, Freedom to Change and Smithville Campout will be asked to solicit nominations for trusted servants. The nomination process is as follows:

1. November – Nominations and service resumes for the Shared Services Committee are brought to the Shared Services Committee; Nominated members are requested to be present at KCSSCNA. Nominations are communicated back to Areas/Groups.
2. January - City-wide event will be held so that nominations for Freedom to Change convention can be submitted/reviewed.
3. February – Area and Group votes are tallied at KCSSCNA.
4. June - City-wide event will be held so that nominations for Smithville Campout committee resumes can be submitted/reviewed.
5. July - Area and Group votes are tallied at KCSSCNA.

VI. Decision Making:

1. Consensus based decision-making will be utilized for routine business matters such as approval of budgeted fund distributions.
2. Elections, KCSSCNA Committee Guideline changes will be taken back to the Areas/Groups.
3. KCSSCNA motions may be introduced by Committee members or any Area/Group.
4. Voting on motions for non-routine matters such as significant changes in the manner of providing shared services will be conducted by a tally vote of all member Groups of the KCSSCNA. The voting format will be the majority carrying the motion. Abstentions are subtracted and do not count toward the voting total.

Examples of voting topics include election of KCSSCNA Chair, Guideline changes, significant changes to the method of providing Shared Services (such as new phone line provider, major changes to format of meeting schedule or website).

VII. Budgets:

1. The money for Shared services will be budgeted for monthly/quarterly depending upon the billing requirements for providing Shared Services.
2. The prudent reserve should be at least 50% of fixed expenses.
3. The fund flow of the guide to local services suggests that the areas donate to the KCSSCNA.
4. The KCSSCNA does not pass funds on to the other service bodies, except back to the Areas/Groups if the KCSSCNA disbands.
5. When the KCSSCNA has excess funds, it will notify the Areas and Groups to send all excess funds on to the RSC/WSO until the excess is used by Shared Services.

Annual budgets are prepared by the KCSSCNA before the end of the year in November.

1. November – Discussion of budget, communicate to Areas/Groups with request for votes by the February KCSSCNA meeting.
2. February KCSSCNA will amend the budget as necessary and tally votes from Groups.

#### IX. FACILITIES:

1. The PO Box address is PO Box 414334, Kansas City, MO 64141. It is paid for bi-annually. The KCSSCNA Chair or Treasurer has the keys to the Box.
2. The Storage unit is shared and maintained by the KCSSCNA for supplies purchased and used by the KCSSCNA Committee. FTC and Smithville Committees also have access.
3. The storage unit is located at: 1501 W. 42nd Street, Kansas City, MO 64111. It is paid annually. The KCSSCNA Chair, the KCSSCNA Treasurer, Smithville Campout Chair, and the Freedom To Change Chair will hold the keys to the Storage unit.
4. Access will be provided by contacting the key holder to check out the key. It will be the responsibility of the authorized user to return the key at an agreed upon date.

#### X. KCSSCNA Trusted Servants:

1. The KCSSCNA Trusted Servants are Chair and Alternate Chair, Treasurer and Alternate Treasurer.
  - a. KCSSCNA Trusted Servants must be able to work for the common good of the member Areas/Groups, placing principles before personalities at all times, and must have the willingness to give the time and resources necessary for the job.
2. All KCSSCNA 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 monies must be accounted for by valid receipts being turned in to the KCSSCNA Treasurer.
  - d. Any excess funds from advanced moneys are to be returned to the KCSSCNA 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 KCSSCNA will elect 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 KCSSCNA 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 every consideration.
  4. The KCSSCNA Trusted Servant needs a working knowledge of the "Twelve Traditions", "Twelve Concepts", "Twelve Steps" of Narcotics Anonymous, "KCSSCNA Guidelines", and "Guide to Local Services in NA."

**A. KCSSCNA Chairperson:**

1. Qualifications: (suggested)
  - a. Five (5) Years clean time.
  - b. Served at least two (2) years as an Area Trusted Servant or on the KCSSCNA Committee and completed the term.
2. Term:
  - a. One (1) year beginning in February.
3. Duties:
  - a. Is cosigner on KCSSCNA General Account and coordinates with Treasurer and/or Alternate Chair in signing of any KCSSCNA checks.
  - b. Is responsible for presiding over the monthly KCSSCNA.
  - c. Maintains KCSSCNA Guidelines.
  - d. Maintains KCSSCNA Personnel Roster.
  - e. Coordinates and locates a Chair for an Inventory of the KCSSCNA if one is requested by the Areas/Groups.

- f. In possession of one (1) key to the KCSSCNA PO Box, picking up and distributing KCSSCNA mail.
- g. Reviews the bank statement monthly and reconciles the statement to the Treasurer report..

**B. Alternate Chairperson:**

- 1. Qualification: (suggested)
  - a. Four (4) years clean time.
  - b. Served at least one (1) year as an Area Trusted Servant or on a KCSSCNA Committee and completed the term.
- 2. Term:
  - a. One (1) year beginning in February.
- 3. Duties:
  - a. Is cosigner on KCSSCNA General Account and coordinates with Treasurer and/or Chair in signing of any KCSSCNA checks.
  - b. Is responsible for presiding over the monthly KCSSCNA in case the Chair is not present.
  - c. Is responsible for distributing the KCSSCNA minutes to the Areas and Committee in a timely manner. One week from the KCSSCNA is a general guideline.
  - d. Maintain current copy of KCSSCNA 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) year as Area Trusted Servant or Committee member, completing the terms.
- 2. Term:
  - a. One (1) year beginning February.
- 3. Duties:
  - a. Deposits and records KCSSCNA income. (Referring to Treasurer Handbook)
  - b. Makes a Quarterly Report of the KCSSCNA's General Account, including the prior receipts and disbursements, at each KCSSCNA meeting.

- c. Keep a running balance at each KCSSCNA so that the minutes reflect the ending balance after the KCSSCNA is completed to show the approximate ending balance after all monies have been distributed.
- d. Is primary signer on KCSSCNA Bank Account:
  - i. General Account : Cosigners are KCSSCNA Chairperson and Alternate Chairperson
  - ii. General Account has Tax ID Number of KCSSCNA
- e. Is responsible and accountable for all KCSSCNA funds deposited and disbursed during term in KCSSCNA Bank Account. This includes maintenance of all bank account authority and prudent reserve.
- f. May distribute up to \$25.00 monthly to any KCSSCNA 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 KCSSCNA by members of Groups regarding expenses, and reports any and all findings to the KCSSCNA.
- h. Disburses funds as necessary and in accordance with KCSSCNA 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 KCSSCNA minutes. All excess funds are to be returned to the General Account.
- j. Submits 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 Committee budgets and KCSSCNA's expected expenses and income.
- l. Maintains the KCSSCNA'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. Coordinates an annual audit of the KCSSCNA books upon request by the Areas.

**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 beginning in February.
  - b. To be nominated as Treasurer at the end of term.
3. Duties:
  - a. Assists KCSSCNA Treasurer with any duties needed.
  - b. In the absence of the KCSSCNA Treasurer, assumes all Treasurer duties as described within these Guidelines.
  - c. Attends all KCSSCNA meetings.
  - d. Assists the Treasurer in preparation of the Annual Financial Review for the August KCSSCNA.
  - e. Assists the Treasurer with the annual audit of KCSSCNA books.

XI. Agenda for KCSSCNA 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 KCSSCNA
5. Reports:
6. Trusted Servants:
  - a. Election of officers
  - b. Discussion/nominations of open positions
7. Old Business:
8. Treasurer Report:
9. KCSSCNA Committee Members Reports:
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. 7th tradition to pay meeting facility rent

14. Close with prayer, no later than 4:00pm