

# South Coast Area of Narcotics Anonymous Clean Sheets Subcommittee

## Guidelines 2018-2019

### I. Definition and Purpose Guidelines

- A) This service body shall be known as South Coast Area of Narcotics Anonymous CleanSheets Subcommittee herein after known as SCANACS. CleanSheets is a subcommittee of the South Coast Area Service Committee of Narcotics Anonymous.
- B) The purpose for CleanSheets is to provide a forum for members to share their experiences, thoughts and ideas in a written form.
- C) To help others celebrate our anniversary dates and provide information on upcoming events in ours' and neighboring areas.
- D) To provide information regarding subcommittee meetings and contact points.
- E) All this is to be carried out in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous. We want to assure that no addict seeking recovery need ever die without having had a chance to find a better way to live. From this day forward may we provide the necessary services.

### II. Functions

- A) The basic functions of CleanSheets are:
  - 1. To provide Area Board and Subcommittee contact information
  - 2. To provide a forum for member's written submissions
  - 3. To provide a contact point for the other subcommittees to inform the members of the SCANA of upcoming events and issues facing the members of our area and fellowship as well as reports on past events and the resolution of past issues.
  - 4. To provide a listing of cleantime anniversary dates for celebrating our yearly achievement.
  - 5. This Subcommittee shall operate using:
    - a. The Twelve Traditions of Narcotics Anonymous
    - b. The Twelve Concepts of NA Service
    - c. The CS Guidelines
    - d. Roberts Rules of Order
    - e. A Guide to Local Services in Narcotics Anonymous
    - f. SCASCNA Guidelines

### III. Requirements and Duties of Voting & Motion Members

- A) It is generally accepted that all participants shall have the following:
  - 1. Personal time and abilities to perform their duties
  - 2. Willingness and desire to serve in the position
  - 3. Clean time requirement and service experience as stated herein
  - 4. Understanding and practical experience of the Twelve Steps, Twelve Traditions and Twelve Concepts and A Local Guide to Service of Narcotics Anonymous
  - 5. Maintenance of clean time throughout participation

#### IV. Participants

- A) The SCANACS shall be composed of:
  - 1. Chairperson
- B) Any Officer may be removed for the following reasons:
  - 1. Relapse
  - 2. Failure to perform required duties

#### V. Qualifications and Duties of Officers

- A) Chairperson:
  - 1. It is suggested that the Chairperson have:
    - a) Two (2) years clean time
    - b) The Chairperson will be nominated by a SCASCNA member for subsequent confirmation by the South Coast Area Service Committee
    - c) The chairperson shall serve a term of one (1) year
- B) Responsibilities include:
  - 1) Carrying out policies and orders for the subcommittee
  - 2) Attending Area Service Committee meetings with CS report
  - 3) Receiving all Subcommittee correspondence
  - 4) Keeping the CleanSheets files