

# SOUTHERN ZONAL FORUM

## *Operating Guidelines*

Kentuck-iana \* Tejas Bluebonnet \* Show Me \* Louisiana  
Volunteer \* Arkansas \* Lone Star \* Mississippi  
Blue Grass Appalachia \* Red River

### **I. Description of the Southern Zonal Forum**

NA is a nonprofit fellowship or society of men and women for whom drugs had become a major problem. If you are new to our program, please come to a meeting and see us. Narcotics Anonymous is a program that works. We help each other stay off of drugs and become productive members of society again. After coming to NA we realized we were sick people. We suffered from a disease from which there is no known cure. It can, however, be arrested at some point, and recovery is then possible.

We are located in the southern-central part of the United States. The geographical area of the Southern Zonal Forum extends from Richlands, Virginia west over 1446 miles (2327 Kilometers) to Del Rio, Texas and from Brownsville, Texas to the northern border of Missouri, which is 1300 miles (2090 kilometers). This covers over 900,000 square miles (1,500,000 square kilometers).

We meet quarterly in one of our member regions to discuss topics that affect Narcotics Anonymous as a whole. We believe that by sharing our experience, strength and hope in the service area, we can better fulfill our primary purpose. We are not a decision-making body, we are solution-based discussion forum dealing with topics from groups, areas and regions.

### **II. Decision Making and Participation**

The process that the Southern Zonal Forum (SZF) uses to invite a loving Higher Power into our decision-making process is consensus based rather than voting. This allows for consideration of all viewpoints.

Ideas may be presented for consideration. Clarity on issues for which we would like to collect a group consciences allow for discussion. Discussion will then be heard, and the facilitator may ask if we have reached an agreement. The minority opinion should always be heard and considered by all participants. Where we are not in agreement, further discussion may then be necessary.

At each SZF, we maintain a reference guide of all past actions by SZF members. These may be referred to or reconsidered at any SZF.

The Southern Zonal Forum welcomes all addicts and is primarily comprised of RD's (Regional Delegates) and their alternates, regional trusted servants, and other interested members (such as home group members, GSR's and ASC members) from each participating Region within the Southern Zone. The viewpoints of these members should always be sought and carefully considered due to the fact that they represent the Fellowship in general within the SZF. Also, any NA members attending a SZF has equal participation privileges and should be encouraged to be a part of our conscience-based decisions.

Through an open exchange of ideas and experience and inviting our Higher Power in our decision-making process, the SZF is able to function in a manner that will allow us to schedule future events and not detract from our initial purpose. As we evolve, we know our Higher Power will continue to guide us in our goal to be a valuable asset and resource to our member Regions, and the addict yet to come.

### **III. Attendance at SZF by Admin.**

Absence from two (2) consecutive meetings without prior notification of reasonable cause constitutes automatic removal from office.

### **IV. Elections**

Person does not have to be present for nomination or election. If there are two candidates, then they would both need to be present at elections. If elections are in the region of the nominee, they should be present. Resume form will be used.

#### **A. Executive Committee**

##### **1. SZF Facilitator**

- a) Selection process
  - (1) Nominations from participating regions and SZF
  - (2) Selection to be held at July Forum of odd years
- b) Length of Term:
  - (1) 2 year term
  - (2) 2 term limit
- c) Requirements:
  - (1) 5 years clean
  - (2) Time and resources to attend SZF
  - (3) Computer with internet access
  - (4) Experience and prior involvement in SZF
- d) Duties and Responsibilities:
  - (1) Provides assistance to Hosting Organizer in coordinating the SZF and assists in facilitation of business between SZF
  - (2) Sets agenda for SZF
  - (3) Provides leadership and direction for SZF

- (4) Start, break and end meetings on time
- (5) Utilizes 12 concepts for NA Service to direct discussion
- (6) Helps promote a spiritual/recovery-based atmosphere
- (7) Creates a space where all attending can participate freely
- (8) Keeps a consensus of direction from the body
- (9) Encourages a focused and solution-based discussion (interrupting if necessary)
- (10) Be the single point of accountability of projects between forums
- (11) Remains actively informed and is Liaison to NAWS matters
- (12) Makes requests for World Service participation at SZF
- (13) Communicates needs of the Forum with World Service participants
- (14) Communicates needs of World Service participants to SZF participants
- (15) Makes sure morning recovery meetings are chaired
- (16) Introduces and leads Saturday presentations/learning sessions
- (17) Receives secretary's minutes and sends back approved minutes within a week
- (18) Hotel/Meeting space contracts should be brought before Facilitator & Treasurer prior to signing.
- (19) T-Shirt design (optional) should be approved by Facilitator prior to printing.
- (20) Announce at each Forum whether there are any elections at next Forum.

## **2. SZF Secretary**

- a) Selection process:
  - (1) Nominations from SZF or participating regions.
  - (2) Selection will be held at July, SZF of even years
- b) Term Length:
  - (1) 2 years
  - (2) 2 Term Limit
- c) Requirements:
  - (1) 5 years clean
  - (2) Admin and Technical background.
  - (3) Phone and computer with internet access.
- d) Duties and Responsibilities:
  - (1) Must attend all Southern Zonal Forums, and take minutes at Saturday and Sunday business meetings.
  - (2) Update contact list at each forum
  - (3) Update SZF guidelines as needed
  - (4) Email minutes to Facilitator for approval within 2 weeks.
  - (5) Email/mail approved minutes to participants and web servant within 3 weeks.
  - (6) Supplies Web servant with properly named files including date within 3 weeks.
  - (7) Available between Zonal Forums for communication and assistance with projects

### 3. SZF Treasurer

- a) Selection process:
  - (1) Nominations from SZF or participating regions
  - (2) Selection is held January SZF of even years
- b) Requirements:
  - (1) 10 years clean
  - (2) Prior experience handling NA funds
  - (3) Attend each SZF
  - (4) Reconcile bank statement, balance checkbook
  - (5) Account for income and expenditures between SZF
  - (6) Phone and computer with internet access.
- c) Length of term:
  - (1) 2 years term
  - (2) 2 term limit
- d) Time and Resources:
  - (1) Time available to attend each SZF
- e) Duties and Responsibilities:
  - (1) Manage the Southern Zonal Forum's financial affairs
  - (2) Present written report each SZF
  - (3) Retain and have available all financial records. For any members requesting that information and all new participants of the SZF – Regional, Area, and Group Reps.
  - (4) Maintain a \$5,000.00 prudent reserve. Everything above gets donated to the WSC.
  - (5) Travel Reimbursement – for Facilitator, Secretary, Treasurer, and SZF Representative Room nights two ½ room nights (Intent is to share)
  - (6) Airfare booked 30 days in advance with Economy parking 3 days. Or Mileage at \$.40 per mile. Help from local fellowship is encouraged.
  - (7) Please keep in mind 11<sup>th</sup> Concept.--11<sup>th</sup> Concept – NA funds are to be used to further our primary purpose and must be managed responsibly.

### 4. SZF Representative/ SZF ZD

- a) Selection process
  - (1) Nominations from participating Regions & SZF
  - (2) Selection to be held at summer session (July / August mtg ) of odd years
- b) Length of term
  - (1) 2-year term
  - (2) 2 term limit
- c) Clean time requirements
  - (1) 8 years clean time
- d) Duties and responsibilities
  - (1) Liaison to supporting Regions
  - (2) Liaison to World Services
    - (a) Make request for World Service participation at SZF mtgs.
    - (b) Communicates needs of the Forum with WS participants
    - (c) Communicates needs of WS participants to SZF participants
  - (3) Provides assistance to Facilitator and Hosting Organizer
    - (a) In coordinating the SZF meetings (onsite)

- (b) Helping with topic formation and set agenda for SZF meeting
- (4) Reports to SZF leadership and members any/all information
- (5) Necessary to carry out the needs of the Southern Zonal Forum
- e) Time and Resources
  - (1) 40 – 50 hours per quarter for coordination of services
  - (2) Time available to attend each SZF meeting
  - (3) Time available to attend World Service Conference
  - (4) Phone and computer with internet access

## B. Subcommittees

### 1. SZF Fellowship Development

Purpose: To help support the growth and unity of the member regions of the Southern Zonal Forum. It should also help mentor and provide additional support to members providing services on behalf of NA as a whole within their communities. (Urban, Rural and Isolated) Fellowship Development Team  
 The SZF Fellowship Development (FD) team works in collaboration with Regional Delegate Teams and their local NA communities to support, provide, or facilitate presentations on their Regions behalf. Members will consist of a Fellowship Development Facilitator, Public Relations Coordinator, Regional Delegate Team (ie, hosting Regions) and any member of the Fellowship within the Southern Zone.

- a) FD Facilitator must have served as a Delegate, Southern Zonal Admin., or Regional Public Relations Chairperson.
- b) Duties and Responsibilities:
  - (1) Will work in collaboration with the PR Coordinator, RD Teams and Local NA communities in facilitation of local events.
  - (2) Assist when needed with PR presentations at professional events.
  - (3) Work closely with Delegate Teams who have asked for support to their local Fellowship.
  - (4) Can suggest follow up activities to keep in touch with the local fellowship.
  - (5) Coordinate regular Web meeting.
  - (6) Upload resource material to the website to be available to local NA communities.
  - (7) Arrive a day before the event (if possible) to get in touch with local fellowship/liaison person to prepare the presentation and other needs.
- c) Public Relations Coordinator must have served as a Regional or Area PR Chair.
- d) Duties and Responsibilities:
  - (1) Work closely with FD Facilitator.
  - (2) Work closely with Delegate Teams who have asked for a presentation.
  - (3) Coordinate and assist with presentation in hosting Regions.
  - (4) Arrive a day before the event (if possible) to get in touch with local fellowship/ liaison person to prepare the presentation and other needs.
- e) Budget:
  - (1) Travel (Both FD Facilitator and PR Coordinator) \$600.00
  - (2) Room (Both FD Facilitator and PR Coordinator) 1 1/2 room nights \$300.00
  - (3) PR Meeting space (Friday, only if needed) \$150.00
  - (4) PR/FD (copies and PR Literature) \$150.00

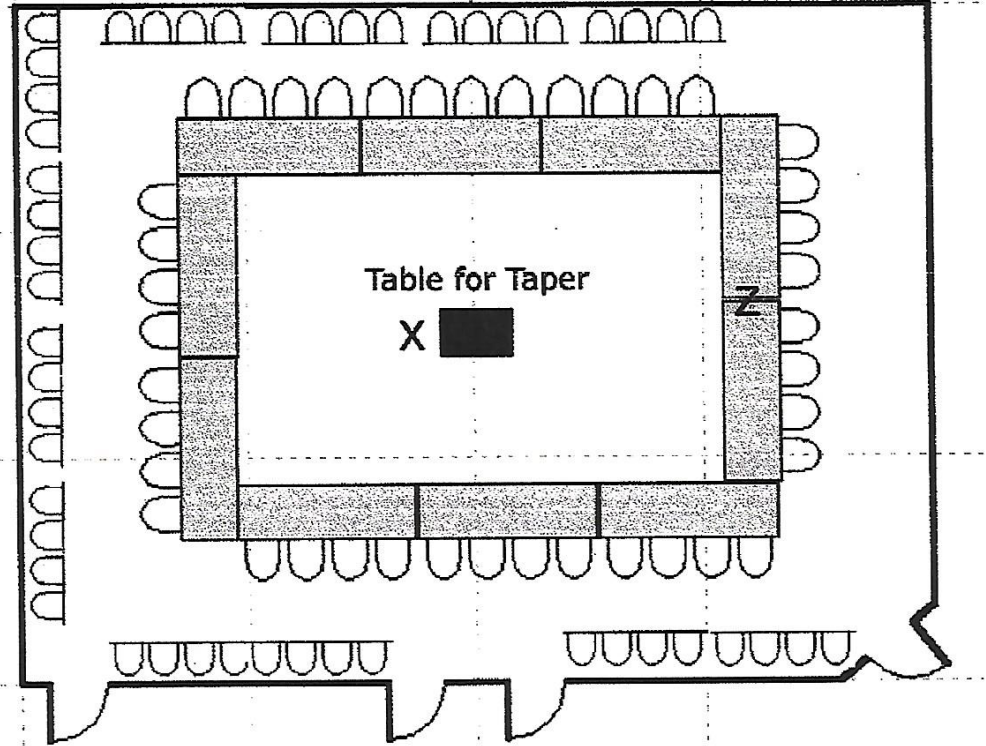
- (5) (We will ask to use the hosting regions PR booth or display/table/racks) Projected Budget-per SZF meeting \$1200.00
- (6) Total Projected Budget \$3600.00

## V. SZF Hosting Organizer

Selection process comes through the hosting Region. RD and/or RDA is point of accountability.

- a) Duties and Responsibilities
  - (1) Site selection for Southern Zonal Forum
  - (2) Flyer production, distribution
  - (3) Generate topic input from hosting fellowship for hosting site
  - (4) Utilize local groups for meeting space, when possible. All NA members are welcome to participate in the Southern Zonal Forum. This must be taken into consideration when choosing the facility.
  - (5) Hotel details – Anything over \$600 for meeting space needs approval by Zonal body.
  - (6) Room block – check with Facilitator as to amount Meeting space for room set up (schematic attached) and have hospitality room if possible (seating, coffee, snacks, etc.)
  - (7) If needed overhead projector, screen, podiums
  - (8) Available business center for copying is a plus or a location close by
  - (9) Onsite co-ordination during the SZF (Hotel and offsite needs)
  - (10) Responsible for T-shirt design production and sales with approval from the Facilitator should include one of two logos available on SZF website (\$300.00 seed money available from Treasurer) - optional
  - (11) Regular progress reports to update Facilitator
  - (12) Scheduling Airport transportation if needed
  - (13) Possible Friday and Saturday night meeting locations – transportation may be needed
  - (14) Host Saturday night event - optional
  - (15) Restaurant possibilities nearby
  - (16) Time and Resources

Typical SZF Layout seating can be 2 or 3 per table



Z - Need 3' gap between tables for access  
X - 20amp 120v

**VI. General**

A. Create a spreadsheet of both T-shirt numbers/ costs and number of rooms booked for each one of us for the last year to give us a cost effect idea of the future for the Hosting Committee.