

SOUTHERN ZONAL FORUM

Guidelines

**Kentuckiana * Tejas Bluebonnet * Show Me * Louisiana
Volunteer * Arkansas * Lone Star * Mississippi
Bluegrass Appalachian * 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 Kerrville, 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 three times per year in one of our member regions to discuss topics that affect Narcotics Anonymous and provide services such as Fellowship Development and Public Relations. We believe that by sharing our experience, strength and hope in the service area, we can better fulfill our primary purpose. We are a 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. 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 conscience allows 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 minutes. 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 have equal participation privileges and should be encouraged to be a part of our consensus-based decisions. Only the RD or their Alternate can vote on business decisions.

Through an open exchange of ideas and experience and inviting our Higher Power in our decision-making process, the SZF can 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 Administrative Body

- A. Attendance means in person. A virtual option is available with prior notification and reasonable cause as determined by the RDS or their alternates.
- B. Absence from two (2) consecutive meetings without prior notification and reasonable cause as determined by the RDS or their alternates constitutes automatic removal from office.

IV. Nominations and Elections

Person must be present (in person or virtually) for nomination and election. Resume form will be used. See addendum or SZF website.

A. Executive Committee

1. SZF Facilitator

- a) Election process:
 - (1) Nominations from participating regions and SZF
 - (2) Election to be held at Summer Forum of odd years
- b) Length of Term:
 - (1) 2-year term
 - (2) Limited to 2 consecutive terms. May serve again at a later date.
- c) Requirements:
 - (1) 5 years clean
 - (2) Time to attend SZF
 - (3) Computer with internet access
 - (4) Experience and prior involvement in SZF
- d) Duties and Responsibilities:
 - (1) Assists Hosting Organizer in coordinating the SZF and assists in facilitation of business between SZF

- (2) Sets agenda for SZF
- (3) Provides leadership and guidance 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) Remains actively informed and is Liaison to NAWS matters, in the absence of the ZD
- (11) Makes requests for World Service participation at SZF, in the absence of the ZD
- (12) Communicates needs of the Forum with World Service participants, in the absence of the ZD
- (13) Communicates needs of World Service participants to SZF participants, in the absence of the ZD
- (14) Introduces and leads presentations/learning sessions
- (15) Receives secretary's minutes and sends back approved minutes within a week
- (16) Hotel/Meeting space contracts should be brought before Facilitator & Treasurer prior to signing
- (17) T-Shirt design (optional) should be approved by Facilitator prior to printing
- (18) Announce at each Forum whether there are any elections at next Forum

2. SZF Secretary

- a) Election process:
 - (1) Nominations from participating regions and SZF
 - (2) Election will be held at Summer Forum of even years
- b) Length of term:
 - (1) 2-year term
 - (2) Limited to 2 consecutive terms. May serve again at a later date.
- c) Requirements:
 - (1) 5 years clean
 - (2) Time to attend SZF
 - (3) Computer with internet access
- d) Duties and Responsibilities:
 - (1) Must attend all Southern Zonal Forums and take minutes at 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 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
 - (8) Maintains email distribution list (e.g., Mailchimp) for communication purposes including distribution of minutes etc. for those interested in the SZF
 - (9) Maintains virtual communication channel (e.g., Slack) for communication purposes for those interested in the SZF with help of volunteer members
 - (10) Maintains SZF timeline spreadsheet

3. SZF Treasurer

- a) Election process:
 - (1) Nominations from participating regions and SZF
 - (2) Election is held Winter Forum of even years
- b) Length of term:
 - (1) 2-year term
 - (2) Limited to 2 consecutive terms. May serve again at a later date.
- c) Requirements:
 - (1) 10 years clean
 - (2) Time available to attend each SZF
 - (3) Computer with internet access
 - (4) Prior experience handling NA funds
 - (5) Attend each SZF
 - (6) Reconcile bank statement, balance checkbook
 - (7) Account for income and expenditures between SZF
- d) 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 \$9,200 prudent reserve. Everything above gets donated to the WSC
 - (5) Travel Reimbursement for Facilitator, Secretary, Treasurer, SZF Zonal Delegate, Fellowship Development, and Public Relations: Room nights: two ½ room nights (Intent is to share). If no one is available to share a half room night, they may request to be reimbursed for a full room night with prior approval from the delegates or their alternates. For those who need to come on Thursday night due to the PR/FD event on Friday, they can be reimbursed for an additional ½ room night.
 - (6) Airfare booked 30 days in advance with Economy parking 3 days (4 days if you need to come on Thursday) or Mileage at standard business mileage rate per mile. Help from local fellowship is encouraged.
 - (7) Track on 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-effective idea of the future for the Hosting Committee

4. SZF Zonal Delegate

- a) Election process:
 - (1) Nominations from participating Regions and SZF
 - (2) Election is held-at Summer Forum of odd years
- b) Length of term:
 - (1) 2-year term
 - (2) Limited to 2 consecutive terms. May serve again at a later date.
- c) Requirements:
 - (1) 8 years clean time
 - (2) Attend each SZF meeting
 - (3) Computer with internet access
 - (4) Time available for coordination of services in between zonal meetings
 - (5) Time available to attend World Service Conference

- d) Duties and responsibilities:
 - (1) Liaison to supporting Regions
 - (2) Liaison to World Services
 - (a) Make request for World Service participation at SZF meetings.
 - (b) Communicates needs of the Forum with WS participants
 - (c) Communicates needs of WS participants to SZF participants
 - (3) Assists Facilitator and Hosting Organizer
 - (a) In coordinating the SZF meetings (onsite)
 - (b) Helping with topic formation and helping to set agenda for SZF meeting
 - (4) Reports to SZF leadership and members any/all information necessary to carry out the needs of the Southern Zonal Forum

B. Work Group Teams

SZF Fellowship Development / Public Relations

The purpose of SZF Fellowship Development / Public Relations is 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' Fellowship Development Team or similar service committees or teams.

The SZF Fellowship Development (FD) /Public Relations (PR) 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 (i.e., hosting Regions), and any member of the Fellowship within the Southern Zone.

1. FD Facilitator

- a) Election Process:
 - (1) Nominations from participating Regions and SZF
 - (2) Election to be held at Fall Forum of even years.
- b) Length of Term:
 - (1) 2-year term
 - (2) Limited to 2 consecutive terms. May serve again at a later date.
- c) Requirements:
 - (1) 5 years clean time
 - (2) Time to attend each SZF meeting
 - (3) Computer with internet access
 - (4) This position requires a substantial time commitment between meetings
 - (5) Must have served as a Delegate, Southern Zonal Admin., or Area or Regional Public Relations or Fellowship Development Chairperson
- d) 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(s)
- (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 person to prepare the presentation and other needs

2. PR Coordinator

- a) Election Process:
 - (1) Nominations from participating Regions & and SZF
 - (2) Election to be held at Fall Forum of even years
- b) Length of Term:
 - (1) 2-year term
 - (2) Limited to 2 consecutive terms. May serve again at a later date.
- c) Requirements:
 - (1) 5 years clean time
 - (2) Time to attend each SZF meeting
 - (3) Computer with internet access
 - (4) This position requires a substantial time commitment between meetings
 - (5) Must have served as a Delegate, Southern Zonal Admin., or Area or Regional Public Relations or Fellowship Development Chairperson
- d) Duties and Responsibilities:
 - (1) CHANGED numbering... Coordinate with FD Facilitator
 - (2) Work closely with Delegate Teams or any service body within the SZF who has asked for a presentation or any other type of support
 - (3) Coordinate and assist with whatever PR request has been made by the hosting region during the SZF weekend which usually takes place on Friday
 - (4) Arrive a day before the event (if possible) to get in touch with local fellowship person to prepare the presentation and other needs
 - (5) Upload resource material to the website to be available to local NA communities
 - (6) Communicate with the Regional PR Teams/committees within the SZF in whatever manner is best suited for the participants
 - (7) Provide any support needed for a PR for Professionals event for the hosting Region of the SZF quarterly meeting if one is requested

3. Budget

- (1) Travel (Both FD Facilitator and PR Coordinator) Airfare cost \$800.00. Airfare booked 30 days in advance with Economy parking 4 days or Mileage at standard business milage rate per mile. Help from local fellowship is encouraged
- (2) Room (x2: FD Facilitator and PR Coordinator) \$600.00 max total. Thursday room night x2. Then two ½ room night's equal to Admin. allotted amounts. (Intent is "if appropriate" to share room.) If FD/PR need to come in on Thursday, Thurs, Fri, and Sat room nights are paid in full by SZF. Help from local fellowship is encouraged
- (3) PR Meeting Space (Friday, only if needed) Anything over \$200 plus tax for meeting space needs approval from the delegates or their alternates.PR/FD (Copies and PR Literature) \$300.00 (We will ask to use the Hosting Regions PR Booth or display/table/racks)
- (4) Refreshments for Professional Presentation: \$250.

C. Support Teams

1. Virtual Audio/Visual Coordinator

- a) Election process:
 - (1) Nominations from participating regions and SZF
 - (2) Election will be held at Fall Forum of odd years
- b) Length of term:
 - (1) 2-year term
 - (2) Limited to 2 consecutive terms. May serve again at a later date.
- c) Requirements:
 - (1) 5 years clean
 - (2) Time to attend SZF
 - (3) Attend each SZF
 - (4) Computer with internet access
 - (5) Experience with audio/visual equipment and virtual technology (e.g. Zoom)
- d) Duties and Responsibilities:
 - (1) Must attend all Southern Zonal Forums in person
 - i. Set up audio/visual equipment
 - ii. Host virtual component of the meeting
 - iii. Transport audio/visual equipment to each Zonal Forum (preferably as a carry-on)
 - (2) May be responsible to set up audio/visual equipment and host virtual component of work group team meetings as requested (e.g. PR professional days)
 - (3) Must set up virtual meetings in between Zonal Forums as needed and provide ID, PW, and host key

2. Budget

- (1) Travel - Airfare booked 30 days in advance with Economy parking 4 days or mileage standard business rate
- (2) Room - Two ½ room nights for Friday and Saturday night (Intent is to share room “if appropriate”). If no one is available to share a half room night, they may request to be reimbursed for a full room night with prior approval from the delegates or their alternates. If Thursday night is required to support a work group team meeting, an additional ½ room night for Thursday can be reimbursed
- (3) Additional equipment costs must be requested as needed
- (4) Any additional lodging or travel expenses for events between zonal meetings must be approved by the body in advance

V. SZF Hosting Organizer

Selection process comes through the hosting region. RD and/or RDA is the point of accountability, with the assistance and consent of the Zonal Facilitator.

- a) Duties and Responsibilities
 - (1) Site selection for Southern Zonal Forum
 - (2) Flyer production and distribution
 - (3) Generate topics with input from hosting fellowship
 - (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 \$800 plus tax for meeting space needs approval from the delegates or their alternates.
 - (6) Room block – generally ten rooms (with double bed options) for three nights (Thursday, Friday and Saturday Night). Hosting RD frequently checks in with the Facilitator about the number of people that have booked the rooms prior to the cutoff date per the hotel contract.
 - (7) Meeting space for the room set up (schematic attached) and have a hospitality room if possible (seating, coffee, snacks, etc.)
 - (8) If needed:-projector, screen, and podium
 - (9) Available business center for copying is a plus or a location close by
 - (10) Onsite co-ordination during the SZF (Hotel and offsite needs)
 - (11) Responsible for T-shirt design production and sales with approval from the Facilitator should include one of two logos available on SZF website (\$300 seed money available from the Treasurer) – optional
 - (12) Regular progress reports to update Facilitator
 - (13) Scheduling Airport transportation if needed
 - (14) Possible Friday and Saturday night meeting locations – transportation may be needed
 - (15) Host Saturday night event – optional. Seed money available upon approval from the delegates or their alternates.
 - (16) Restaurant possibilities nearby
 - (17) Time and Resources for hosting region to plan event
 - (18) Wi-Fi is required for the Business Meeting and Workshops
 - (19) The hosting organizer has the option of providing a Saturday morning recovery meeting. If tech is available, the meeting could be hybrid.

Typical SZF Layout seating can be 2 or 3 per table

