

**BEACH AREA SERVICE COMMITTEE OF  
NARCOTICS ANONYMOUS  
EMERGENT NEEDS SUBCOMMITTEE POLICY**

**April 3, 2021**

## Definition and Purpose

**Purpose** - The Emergent Needs Committee (ENC) of the Beach Area Service Committee of NA (BASCNA) has been established to spearhead new opportunities for services in lieu of establishing new subcommittees to fulfill the wide array of services that BASCNA may offer the still suffering addict.

**Definition** - The Emergent Needs Committee is responsible for investigating requests for new services that are brought to BASCNA by the homegroups to establish feasibility, resource requirements, commitment lengths, and any other information that is pertinent to establishing a new service for the homegroups and still suffering addicts at the area level. Furthermore, in some cases, it may be prudent for the ENC to fulfill the commitment for a service that the area body sees fit to carry out.

## Function of the Emergent Needs Committee

- 1) Study all new requests for service, as directed by the area body
  - a) **Service opportunities are not generated by the ENC; rather, they must come in the form of a motion from an active BASCNA homegroup**
  - b) Establish whether the service will be a one-time or on-going commitment
  - c) Outline the resources required to fulfill the commitment
    - i) Number of NA service members
    - ii) Financial commitment
  - d) Establish timeline for establishing or completing the service request
- 2) Provide planning, organization, and execution of services and event that are tasked to the ENC by the area body
- 3) Establish policies and procedures for on-going tasks that are deemed to warrant a dedicated subcommittee
  - a) Establish the subcommittee and service under the purview of ENC during a set incubation period
    - \*On-going efforts are to be written into ENC Policy after approval from Area body
- 4) Manage the budget that is established by BASCNA for ENC's use and report balance to the area body at monthly service committee meetings.
- 5) Carry out the Beach Area's literature service as defined by the Area's Literature Policy
- 6) Supply new meeting starter packets at each area service meeting

The ENC Service Flow Chart Exhibit attached to this policy is provided to outline the service function of the ENC more clearly as it relates to Area service.

## Membership

A service board of members shall consist of ENC chairperson, ENC vice chairperson, and committee members.

Membership is open to all NA members. For specific membership and service qualifications see Qualifications and Duties of Members.

In the case of resignation or dismissal, the ENC vice chairperson shall automatically assume the position of ENC chairperson until the body elects a new chairperson.

If the ENC vice chairperson cannot or will not assume the position, the area vice chairperson will act as ENC chairperson until the area body fills the position.

The ENC chairperson is elected within the subcommittee and presented to BASCNA for confirmation during the annual ASC nomination and election period.

ENC chairperson and ENC vice chairperson shall each be a one-year commitment coinciding with the BASCNA service year, January 1 through December 31.

## **Qualifications and Duties of ENC Members**

### **A. ENC Chair**

1. The ENC subcommittee elects the ENC chair and then presents the nominee to BASCNA for approval.
2. ENC chair serves a 1-year term with election cycle to replicate BASCNA policy.

#### Qualifications:

1. Three (3) years clean time.
2. Clear commitment to the message of NA.
3. A strong NA message of recovery to include understanding of the 12 steps and 12 traditions of NA.
4. One (1) year previous experience with the area level.
5. Must have treasurer's experience at the home group level or beyond or career experience in accounting/bookkeeping

#### Duties:

1. Hold regularly scheduled meeting with ENC subcommittee
2. Must attend all regular BASCNA meetings.
3. Must submit a written report to BASCNA secretary prior to each month's area service meeting.
4. Engage perspective NA members interested in area service and encourage them to attend ENC meetings, especially in the case of a newly established service that requires service members to fulfill.
5. Announce all Area Service happenings at meetings attended on the Area Website and by any other means necessary (i.e., flyers, pamphlets, posters).
6. Assign project members to various commitments.
7. Prepare written report of newly requested service opportunities for the Area body to consider.
8. Collect and document all monies collected, donated, etc. to the ENC

## B. ENC Vice Chair

1. The ENC subcommittee elects the ENC Vice Chair internally. No BASCNA approval is required.
2. ENC Vice Chair serves a 1-year term.

### Qualifications:

1. Two (2) years clean time.
2. Clear commitment to the message of NA.
3. A strong NA message of recovery to include understanding of the 12 steps and 12 traditions of NA.
4. One (1) year previous experience with the area level.

### Duties:

1. Attend regularly scheduled meeting with ENC subcommittee
2. Review all new service analysis and efforts and help to facilitate their implementation.
3. Attend all ENC on-going effort subcommittee meetings and orientations.
4. Engage perspective NA members interested in ENC and encourage them to attend monthly ENC meeting.
5. Announce all Area service happenings at meetings attended, on the Area Website, and by any other means necessary (i.e., flyers, pamphlets, posters).
6. Assist with assigning project members to various commitments.
7. Chair ENC meeting in Chairperson's absence.
8. Attend ASC meeting in Chairperson's absence

## C. ENC Member

1. Due to the nature of the ENC's wide ranging commitments and duties, clean time of ENC members can vary based on the task at hand\*
2. All NA members are encouraged to attend ENC meetings and will be able to participate in the body's service efforts regardless of clean time.
3. The ENC Chair and ENC Vice Chair will be responsible for assigning members to various roles based on the level of commitment, clean time, recovery experience, and any other considerations that are required for each respective task.

### \*Recommended Qualifications:

1. Six (6) months clean time.
2. Clear commitment to the message of NA.
3. An understanding of NA message of recovery to include understanding of the 12 steps and 12 traditions of NA.

### Duties:

1. Attend monthly ENC meetings
2. Willingness to work on assigned tasks throughout the month and report progress back to the group at the next ENC meeting
3. Assist with H&I and PR efforts when necessary
4. Assist with Literature ordering process for the area (see attached Area Literature Policy)

# ENC Structure Flow Chart

