

Passaic County Area  
Service Committee  
Of Narcotics Anonymous



Mentorship  
Sub-committee

Policy & Guidelines



**Passaic County Area Service Committee of Narcotics Anonymous**  
**Mentorship Sub-Committee**

**ARTICLE XIII SPECIAL SUBCOMMITTEES**

**Section 1: (PCASC Mentorship)**

- A) The Mentorship a Standing Sub-Committee of the PCASC;
- B) Mentorship workshop is to be held from 1:00pm to 2:00pm on the 2<sup>nd</sup> Sunday of the month @ the designated meeting facility of PCASC; except during the month when elections occur.
- C) There is a (2) year clean time requirement for the Chairperson of the PCASC Mentorship and the Chairperson may also hold the position of GSR.
- D) The term of service for the Mentorship Chairperson shall be (1) year. In addition, the Chairperson may not serve for (2) consecutive terms. However, after a (6) month vacancy from that position, that individual may once again serve as Chairperson of the Committee.
- E) The Mentorship Chairperson should be voted in at the PCASC meeting.
- F) Mentorship sub-committee is to be held @ 12:00pm-1:00pm 2<sup>nd</sup> Sunday of the month before area @ the designated meeting facility of PCASC.
- G) All sub-committee meetings will be run using **CBDM**(Consensus Based Decision Making)

**PURPOSE OF THE MENTORSHIP SUB-COMMITTEE**

- o To better train new or potential trusted servants.

**DEFINITION OF THE MENTORSHIP SUB-COMMITTEE**

- 1) To provide understanding, training, and guidance in matters affecting our local service system.
- 2) To cater to the needs of groups who may not have the time or resources to dedicate to guide new or potential trusted servants.
- 3) To identify topics and issues that come up in the GSUs and create workshops and learning days to help address those items.
- 4) To create a Passaic County Area local service pool to address the specific needs of the delivery of services.
- 5) To put on a service workshop at the Area Service meeting, except in March when elections occur.
- 6) To help create a better trained and more informed level of trusted servant to help foster unity and more successfully carry the message to the addict who still suffers.



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**FUNCTIONS OF THE SERVICE WORKSHOP COMMITTEE**

- To conduct a monthly workshop as outlined in PCASC policy.
- To conduct workshops and orientations on relevant NA service topics, including but not limited to: The 12 Traditions, The 12 Concepts of NA Service, Standing sub-committees, Learning Day Workshops, CAR (Conference Agenda Report) Workshops, and topics from the current *Guide to Local Service*.
- This committee is responsible for holding at least (1) open forum workshop a month during the regular PCASC meeting. The workshop is not to exceed (1) hour as outlined in the PCASC policy. It is also responsible for additional workshops, if requested by any PCASC officer or Sub-committee Chair.
- The Mentorship committee will hold, twice a year, a “Responsibilities of a GSR/GSRA” Workshop in order to teach new GSR’s about their responsibilities, policies, and format of the PCASC.

**SERVICE WORKSHOP FORMAT**

- Workshop starts immediately after 1<sup>st</sup> Quorum.
- Mentorship Chairperson welcomes everyone to the monthly PCASC workshop.
- Mentorship Chairperson announces the monthly topic and introduces the speaker.
- Speaks no later than 1:30pm (approximately 20-25 minutes)
- Floor is opened for questions first, and then if no one has any more questions, the floor is open for members to share their experience, strength, and hope, on the topic.
- Each member gets a (5) minute sharing limit when sharing his/her experience.
- Workshop closes at 2:00pm.

**Speaker**

**Qualifications**

- Must have a minimum of (1) year clean time requirement.
- Speaks no later than 1:30pm (approximately 20-25 minutes)
- Must have a thorough knowledge and application of the topic he/she is speaking on.
- Speaker answers questions from the floor when asked by the members of the body, to the best of their knowledge and experience
- Speaker must have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concept of NA Service.



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**ELECTION PROCEDURE**

- See “ARTICLE 7- APPROVED ELECTION PROCEDURE from PCASC Policy
- Voting member consist of those member who were present at the last Mentorship sub-committee meeting
- Do not include the number of votes for any candidate in the minutes.

**ARTICLE VII - APPROVED ELECTION PROCEDURE**

**Section 1 (Selection of Candidates):**

- A. The Policy Sub-Committee Chairperson will read the requirements and the responsibilities of the office or service position to be filled.
- B. The floor is opened to nominations of persons meeting the requirements as stated, and has the willingness to serve.
- C. The floor is then opened to volunteers meeting the requirements as stated.
- D. All volunteers must be seconded by a voting member.
- E. All candidates must qualify by verbally stating their respective qualifications for the office or position.
- F. Questions from the floor may be directed to the individual qualifying candidates at the discretion of the Chairperson.
- G. In the event of the absence of qualified candidates or the failure of a candidate to receive a simple majority of total votes following the completion of the run-off, the floor is then open to a subsidiary motion to waive clean time requirements. If the motion fails, the floor is then open to a motion to table the election
  - a. If a motion to waive clean time requirement is passed, the floor will be opened to nominations.
  - b. If a voting member opposes the motion, the motion is then put on the floor for a simple majority vote.
- H. A motion to close nominations is now in order only when there is no opposition and ample opportunity has been given for nominations from the floor. Motions to close nominations must have a unanimous vote.

**Section 2 (Election Voting Procedure):**

That all PCASC Officers and Sub-Committee Chairpersons be elected as follows:

- A. All candidates shall leave the assembly during discussion and vote;
- B. Discussion of candidate’s qualifications is now in order at the discretion of the Chairperson.
- C. The Chairperson will now ask for a vote by a show of hands, for each candidate, individually;
- D. In the event that no one candidate receives a simple majority of available votes, the candidate with the least amount of votes is eliminated from the election proceedings and the voting procedure is repeated. This run off will continue until a candidate receives a simple majority of available votes or until there are only two (2) candidates left in the



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voting proceedings. If neither of these candidates receives a simple majority, the floor is then opened to the subsidiary motions described in (Section 1G) of the election procedure;

**Section 3 (Interpretation of Votes):**

- A. In order to be elected to an office or position, a candidate must receive a simple majority of the available votes;
- B. The candidate with the most votes is appointed to the position or office;
- C. In the event of a tie, all candidates not involved in the tie will be eliminated from the voting proceedings and a single re-vote will be called for,
- D. In the event of a tie after a re-vote, the Chairperson shall cast the deciding vote.

**MENTORSHIP QUALIFICATIONS & RESPONSIBILITIES**

**Chairperson**

- As per PCASC policy, the Mentorship Chairperson must have minimum of (2) years of continuous abstinence from all mind and mood altering substance.
- A commitment to service and service experience.
- The willingness to give the time and resources necessary to do the job,
- A though knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA Service.
- Responsible for choosing speakers who are experienced members of Narcotics Anonymous, for the topic for which he/she is chosen to speak on.
- Responsible for advising the speaker on topic and time limit (not to go past 1:30pm).
- Responsible for attending the PCASC monthly meetings.
- Workshop Chair announces following month's topic at PCASC monthly meeting.
- Serves for a term of (1) year.
- (1) Year commitment, which runs parallel with area elections.
- Must attend all Mentorship sub-committee meetings.

**Vice-chairperson**

**Qualifications**

- (1) Year complete abstinence from all drugs.
- A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous.
- Prior experience in NA service.

**Responsibilities**

- To assume the duties and responsibilities of any vacant Mentorship sub-committee positions.
- Must attend all Mentorship sub-committee meetings.
- (1) Year commitment, which runs parallel with area elections.



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**Secretary**

**Qualifications**

- (6) Months of complete abstinence from all drugs.

**Responsibilities**

- To keep an accurate set of minutes at all meetings and to distribute them to committee members prior to the next regular meeting and to read previous meetings minutes.
- To keep a current record of all PCASC (Mentorship) committee members Names & Phone numbers. (e-mail addresses are optional)
- To be responsible for the printing and/or copying of flyers ect.
- Must attend all Mentorship sub-committee meetings.
- (1) Year commitment, which runs parallel with area elections.

**Mentor**

**Qualifications**

- (18) Months of complete abstinence from all drugs, with (1) Year service experience.
- Attend the monthly sub-committee meetings.
  - Membership goes under review when you miss (2) consecutive or (4) total.
- Fill out the service pool form, and keep it updated.
- Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA Service.
- Working phone with an answering service.
- Have an NA sponsor.
- Regular attendance at NA meetings.

**Responsibilities**

- Active membership in the Mentorship committee.
- Provide monthly reports on the interaction and communication with mentees.
- Guide mentees in general and specific areas of service.
- Instill and encourage enthusiasm for service work.