

# **Just for Today Area Service Committee Policy**

Approved February 2023

## **Overview and Purpose:**

Born out of a growing need for Area unity and following our first tradition, which states, "Our common welfare should come first, personal recovery depends on NA unity," the Just for Today Area Service Committee, JFTASC, was created to support and develop unified NA service. In short, to fulfill our fellowship's primary purpose, the individual NA groups, which hold daily and weekly meetings throughout the area, joined to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.

The primary purpose of the JFTASC is to support and serve the individual autonomous NA groups, group activities, and common group needs. The final responsibility and authority for JFTASC activity rests with these autonomous NA groups; because the groups have created the service structure, they have the final authority over all its affairs. Therefore, it is extremely important that area groups take an active role in the JFTASC.

Our fellowship's service boards and committees exist to help groups share their experience with one another, provide tools which help groups function better, attract new members to group recovery meetings, and carry the NA message further than any single group could carry it alone. We may recall what we could not do alone, we can do together.

Whenever a group has a specific situation or need, which it has been unable to handle on its own; it can come to the JFTASC for help. These situations are almost limitless in scope. We have learned that we can accomplish much when we work together. Most importantly, the JFTASC provides a means for your voice to be heard in NA through the service structure, worldwide.

## **Twelve Traditions of Narcotics Anonymous**

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority- a loving God as he may express Himself in our group conscience; our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous, except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.

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7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. NA as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. NA has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

### **Twelve Concepts of N.A. Service**

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains service on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never government.

**Typical ASC Meeting Outline**

The Chair calls the meeting to order, and the meeting proceeds as follows:

Serenity Prayer

Introductions of members in attendance:  
Name, Home Group/Town, Group/Area Position

Reading of the 12 Traditions

Reading of the 12 Concepts of Service

Read and Discuss # of 12 Traditions from service literature

Roll Call for Area Officers, GSR's & Subcommittee Chairs

Establish Quorum

Read and Vote Approval of Minutes (from last business meeting)

Reports by GSR's, Area Officers, Subcommittee Chairs, & Ad Hoc Committee Chairs:  
Monthly progress reports including budgetary information, event planning and event attendance, services provided by subcommittees, etc. are presented both verbally and in transcripts.

Old Business: Tabled motions and continuing debate carried over from previous JFTASC meetings are reopened here.

New Business: New motions, discussion and debate is conducted here.

Closing (Third Step Prayer)

## **Article I**

The name of this committee shall be the Just for Today Area Service Committee of Narcotics Anonymous. (JFTASC)

## **Article II**

### ***Service Area.***

The service area of this ASC shall include, but not be limited to, the communities in Kansas listed on our Area Website. ([www.jftareana.net](http://www.jftareana.net))

## **Article III**

### ***Purpose.***

The purpose of this Committee shall be to administer and coordinate the activities common to the welfare of Narcotics Anonymous groups within the Just for Today Area (as defined above), to support the needs of these groups. The term Narcotics Anonymous shall be defined as stated in the approved service manual of Narcotics Anonymous.

## **Article IV**

### ***Participants.***

#### **Section 1.**

This committee shall have at least THREE (3) Area NA members, GSR's or Alternates, and Area Trusted Servants.

- A. Any Area NA member may request the floor and make motions.
- B. GSR's may request the floor, make motions, and are the only participants who can second a motion. The GSR's, Alternate GSR's or Group appointed representative are the only voting members of the ASC, with each group represented getting one (1) vote, this applies to all motions being sent back to Groups.
- C. Area Trusted Servants may request the floor and make motions. The Chairperson votes only to break ties.
- D. GSRs will be restricted from seconding motions that originated within the GSR's own home group or those offered by the Alternate GSR of the same home group.

#### **Section 2.**

- A. An NA group shall not be eligible to vote after the absence of its representative or written representation from two consecutive meetings of the ASC and shall not be counted in the quorum.
- B. Reinstatement of any group so removed shall occur upon attendance of its representative at a meeting of the ASC.
- C. Immediately reinstated groups cannot vote on old business.
- D. All Groups currently listed in the JFT area receive the minutes of the ASC business meeting.

## Article V

### ***Meetings.***

- A. The regular meeting of the ASC shall be held on the second Sunday of each month at 1:00 pm, unless otherwise ordered by the ASC. These meetings are to be held in Yates Center, KS unless otherwise specified.
- B. Special meetings may be called by the Chairperson of the ASC and shall be called upon written request of three (3) or more members of the ASC. The purpose of the meeting shall be stated in the written request. No business other than that which is stated will be conducted at a special meeting. At least seven (7) days notice of the Special Meeting will be given to GSRs, alternates and officers.
- C. Quorum: A simple majority of the voting participants shall constitute a quorum of the ASC.
- D. When a quorum does not exist, only financial housekeeping shall be conducted.
- E. ASC meetings shall adhere to the Seventh Tradition by monetary reimbursement to the facility where the ASC is held. The amount shall be decided by the ASC and the facility.
- F. Abstentions count as a non-vote in the event abstentions are a majority vote. That motion will be returned to the groups for further discussions/clarifications.
- G. Written representation shall apply to old business votes only.

## Article VI

### ***Elections.***

#### *Section 1: Guidelines for the election of ASC officers.*

- A. All positions will be open for a minimum of one month after the vacancy arises.
- B. Each nomination must be seconded by a GSR, Alternate GSR or Area Chair holder.
- C. Newly elected officers shall assume the duties of their office at the next regular meeting of the ASC.
- D. In the event only one person has been nominated for a position at the time of election, the nominee must be selected by 2/3 majority of the voting participants.
- E. Nominees for contested positions will be elected by a simple majority vote of eligible voters present.

#### *Section 2: The election process.*

- A. The officers of the ASC shall be Chairperson, Co-Chairperson, Secretary, Treasurer, Regional Committee Member (RCM), Alternate Regional Committee Member, Public Relations (PR) Subcommittee Chair, Hospitals and Institutions (H&I) Subcommittee Chair, Activities Subcommittee Chair, Outreach Subcommittee Chair, Literature Subcommittee Chair, Post Office Box Chair, and Web Coordinator.

The ASC Officers and Subcommittee Chairs shall be elected to serve one-year terms. The term of the officer shall begin at the start of the regular meeting following the ASC at which they were elected.

- B. An election to fill a vacancy in an officer/chairperson position shall occur within two regular meetings after the vacancy arises.

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1. In the case of a vacancy in the office of Chairperson of the ASC, the Co-Chairperson shall assume the duties of Chairperson until an election can be held.
2. In the case of vacancy in the offices of RCM, the RCM Alternate shall assume the duties of RCM until an election can be held.
3. In the case of a vacancy in the office of a Subcommittee Chairperson, the Co-Chairperson of the ASC shall assume the duties of the Sub-Committee Chairperson until a new Subcommittee Chairperson is elected. In the event there is no Co-Chairperson the Area Chairperson will assume the duties until a new subcommittee chairperson is elected.

### Section 3: Nominations.

- A. Any member of the area may nominate a qualified individual for an ASC position.
- B. All nominations must be seconded by an area GSR or Alt. GSR or designated group representative.
- C. The nominees will be present at election meetings of ASC unless the Chairperson is notified of an emergency absence.

## **Article VII**

### ***Removal or Resignation Process.***

#### Section 1.

Any Area Service member may be removed from their position for noncompliance. A **2/3** vote is required for removal. Noncompliance includes, but is not limited to:

- A. Loss of abstinence.
- B. Non-fulfillment of the duties of their position as stated in Article IX, excluding GSRs.
- C. Absence of two (2) consecutive regular meetings of the ASC without contacting an officer of the ASC for the reason of absence.

#### Section 2.

An officer or Chairperson of this committee may resign by providing written notice to the Chairperson.

## **Article VIII**

### ***Qualifications of ASC Service Positions:***

All elected members of the ASC are expected to have an understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts. To prevent conflict of interest the Area Chair and Co-Chair cannot hold GSR or RCM positions; this includes alternates.

#### Section 1: Chairperson.

- A. At least two (2) years of continuous clean time.
- B. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

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- C. Preferred: Previous ASC service position experience.

### Section 2: Co-Chairperson.

- A. At least one (1) year continuous clean time.
- B. Preferred: Previous service experience.

### Section 3: Secretary.

- A. At least one (1) year continuous clean time.
- B. Access to Computer and Internet.
- C. Suggested Skills:
  - 1. Organizational skills.
  - 2. Note taking skills.
  - 3. Computer usage skills.

### Section 4: Treasurer.

- A. At least three (3) years continuous clean time.
- B. Preferred: Previous service experience.
- C. Familiarity of financial accounting procedures.
- D. Financially responsible.

### Section 5: Regional Committee Member (RCM).

- A. At least three (3) years continuous clean time.
- B. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- C. Preferred: Previous experience as Alternate RCM.
- D. Preferred: Previous experience as a GSR.

### Section 6: Alternate RCM.

- A. At least two (2) years continuous clean time.
- B. An understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- C. Preferred: Previous service experience at ASC.
- D. Preferred: Previous experience as a GSR.

### Section 7: Web Coordinator.

- A. At least one (1) year of continuous clean time.
- B. Preferred: Computer and organizational skills.

### Section 8: Post Office Box Chair.

- A. At least six (6) months of continuous clean time.
- B. Preferred: Ability to check PO Box weekly.

### Section 9: Subcommittee Chairperson.

All Subcommittee Chairpersons are encouraged to attend and participate in the Mid America Regional Service Committee of Narcotics Anonymous, MARSCNA, representing in their respective subcommittees.

- A. Hospital & Institutions (H&I)
  - 1. At least two (2) years of continuous clean time.

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2. Preferred: Previous experience with H&I Subcommittee.
- B. Public Relations (PR)
  1. At least two (2) years of continuous clean time.
  2. Preferred: Previous experience with PR Subcommittee.
- C. Activities
  1. At least 18 Months continuous clean time.
  2. Preferred: Previous experience with Activities Subcommittee.
- D. Literature
  1. At least two (2) years of continuous clean time.
  2. Preferred: Previous experience with Literature Subcommittee.
- E. Outreach
  1. At least one (1) year of continuous clean time.
  2. Preferred: Previous experience with Outreach Subcommittee.

### **Article IX**

#### ***Duties of Officers and Chairperson***

##### *Section 1: The duty of the Chairperson.*

- A. To open the meeting at the appointed time by taking the chair and calling the meeting to order.
- B. To announce in proper sequence the business that comes before the committee provided quorum is present.
- C. To recognize members entitled to the floor.
- D. To state and put to vote all questions that legitimately come before the committee as motions, or that otherwise arise during proceedings. To announce the results of each vote and to regulate a motion "out of order" if it is.
- E. To protect the committee from obvious, frivolous, or abstract motions by refusing to recognize them.
- F. To follow the parliamentary process as stated in Article XIII.
- G. To expedite committee business in every way, compatible with the rights of the members.
- H. To decide all questions of order, subject to appeal: unless when in doubt, the Chairperson prefers to submit such questions to the committee for decision.
- I. To declare the meeting adjournment when the committee so votes, when applicable, or in the event of an emergency effecting the safety or sanity of the committee.
- J. To arrange the agenda for each ASC prior to the meeting.
- K. To conduct the meeting with impartiality and fairness.
- L. To appoint all Ad Hoc Committee Chairpersons.
- M. To call emergency meetings of the ASC in accordance with Article V.
- N. To assume the duties of the RCM in the absence or vacancy of the Alternate RCM and RCM until one is elected.

##### *Section 2: The duty of the Co-Chairperson.*

- A. To serve as Chairperson in his or her absence.



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- B. To assume the duties of the Chairperson in the event he/she is unable to finish his/her term until an election can be held.
- C. To contact groups that were not represented at the current ASC, if they have been omitted from the voting quorum, and to find out the status of the group meeting and/or lack of participation, in cooperation with Outreach Subcommittee.
- D. In the event an Area Subcommittee Chairperson is unable to finish his or her term. To assume the duties of the Subcommittee Chair until a new Subcommittee Chair is elected.

### Section 3: The duty of the Secretary.

- A. To act as Chairperson in the absences of the Chairperson, Co-Chairperson, and the RCM.
- B. To keep records of all proceedings of the ASC.
- C. To type, or have typed, and distribute copies of the minutes of the ASC to each officer, GSR, Subcommittee and AD Hoc Chairs.
- D. To keep all committee reports on file.
- E. To maintain a current list of GSR's and ASC officers.
- F. To make minute, records, and order forms available to Area members.
- G. To have Area, Regional and World Guidelines; WSC Rules of Order, standing rules and minutes with any amendments to these documents, properly recorded and on hand at every meeting of the ASC.
- H. To notify GSR's and Area Trusted Servants of special meetings of the ASC, as directed by the ASC.
- I. To distribute the minutes no later than two (2) weeks following each ASC meeting.
- J. To report and provide receipts of all expenses incurred in the performance of the Secretary's duty.
- K. To provide the RCM with the current list of Trusted Servants of the JFTASC.
- L. To collect and record all group, RCM, standing Subcommittee and AD Hoc committee reports for the purpose of including them in the current month's ASC minutes.
- M. At the completion of the Secretary's term, to turn over to the Chairperson and Web Coordinator all files exceeding one (1) year to the Area Archives.

### Section 4: The duty of the Treasurer.

- A. To be the steward of the ASC's funds, debit/credit cards and digital transactions.
- B. To be a co-signer of the ASC bank account.
- C. Make sure the meeting facility is reserved monthly on the proper date and that the doors are open.
- D. To make and distribute a report of receipts and disbursements at each ASC meeting, including all digital transactions.
- E. To report the itemized expenses and income of the previous month's ASC.
- F. To disburse funds in accordance with ASC decisions when funds are available, including monthly area housekeeping expenses.
- G. To advise the Area about revenue needs at each meeting of the ASC.
- H. To keep and maintain all bank and financial records in good order during his or her term and to deliver them to the next treasurer at the end of his or her term. If no Treasurer has been elected at that time the treasurer is to deliver records to

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the ASC Secretary. This delivery also pertains to resignation or removal from the Treasurer position.

- I. To maintain the prudent reserve of the ASC at \$300.00 and disburse to the Secretary funds as needed.
- J. To reimburse literature for the difference between shipping and the merchandise discount.

### Section 5: The duty of the Regional Committee Member (RCM).

- A. To serve as Chairperson in the absence of the Chairperson and Co-Chairperson.
- B. To represent the ASC and carry the Area Conscience at each Mid America Regional Service Committee (RSC) meeting.
- C. To summarize pertinent information from RSC report at the following ASC meeting.
- D. To abide by the Mid America RSC guidelines.
- E. To participate in special meetings called by the Chairperson of the RSC.
- F. To hold workshops, as directed by the ASC, on topics of special interest.
- G. To make available all correspondence, such as fellowship report, MAN, Regional minutes, regional meeting lists, letters, and agendas as requested by ASC members.
- H. In conjunction with the Treasurer of the ASC, order C.A.R. reports in January or as soon as they become available for the groups of the ASC.

### Section 6: The duty of the Alternate Regional Committee Member.

- A. To serve as RCM in his or her absence.
- B. To attend all Mid America RSC meetings.
- C. To attend all ASC meetings.
- D. In the event the RCM is unable to complete his or her term, to assume the duties of the RCM until an election can be held.

### Section 7: The duty of the Web Coordinator

- A. Maintain and update website within reasonable time of changes.
- B. Stay in contact with groups to update meeting lists.
- C. Post events and forward events to the Mid America Region.
- D. Give passwords, administrative information, etc.. to Area Chair.
- E. Maintain online accounts and archive information (i.e., Literature Records).

### Section 8: The duty of the Post Office Box Chairperson.

- A. Ability to check PO Box weekly.
- B. Forward contents of PO Box to appropriate person and/or subcommittee chair.
- C. To attend all ASC meetings.

### Section 9: The duty of an ASC Subcommittee Chairperson.

- A. To attend the respective subcommittee meeting of the ASC.
- B. To attend the entire ASC meeting and report the Subcommittee business and status and be available to answer questions asked by members of the ASC.
- C. To attend the Mid America RSC Subcommittee meetings and report back to the ASC the activities of the RSC meeting.

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- D. To turn into the Area Secretary a Written report of the business meetings and activities, as well as any financial needs of the subcommittee.
- E. To appoint an alternate to attend ASC/RSC Subcommittee meetings if they are unable to attend.
- F. To follow the respective Subcommittee guidelines.

### 9.1 Hospitals & Institutions (H&I)

- 1. Order and maintain literature needed for facilities.
- 2. Periodically train subcommittee members prior to their fulfilling commitments.
- 3. Organize commitments.
- 4. Collaborate with activities to hold fundraisers as necessary.

### 9.2 Public Relations (PR)

- 1. Assist in getting meeting lists and literature to the public.
- 2. Organize, train subcommittee members for, and present PR presentations.
- 3. Collaborate with Literature and Outreach subcommittees to hold flyer drives.
- 4. Collaborate with Activities to hold fundraisers as necessary.

### 9.3 Activities

- 1. Organize Mirror of Miracles (MoM) campout.
- 2. Collaborate with other subcommittees for fundraisers and events.
- 3. Organize and upkeep various activities supplies.

### 9.4 Literature

- 1. Bring concept handbooks for each ASC.
- 2. Keep two (2) starter kits available.
- 3. Maintain inventory on an 'as needed' basis.
- 4. Fill literature orders as needed.
- 5. Collaborate with Outreach and PR subcommittees to hold flyer drives.
- 6. Collaborate with Activities to hold fundraisers as necessary.
- 7. Provide a quarterly report of inventory. (Approved 10.20.2024)

### 9.5 Outreach

- 1. Attend at least one (1) group meeting in our area each month.
- 2. Report group needs to the ASC.
- 3. Collaborate with Literature and PR subcommittees to hold flyer drives.
- 4. Collaborate with Activities to hold fundraisers as necessary.

## **Article X**

### ***Standing Subcommittees***

#### Section 1.

The ASC may establish subcommittees as needed to perform certain duties. Standing subcommittees shall be formed upon approval by voting members of the ASC. Subcommittee include, but are not limited to:

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Hospitals and Institutions (H&I)  
Public Relations (PR)  
Literature  
Activities  
Outreach  
AD Hoc Committees

Upon inception of these standing subcommittees, the voting members of the ASC will elect a Chairperson. The Subcommittee members will elect subsequent officers of each standing subcommittee.

### Section 2.

All standing Subcommittees of the ASC shall create and adopt guidelines, consistent with the current Area guidelines and the principles of NA's Twelve Traditions. In the event of a conflict between Subcommittee and ASC Guidelines, the ASC Guidelines will be used.

### Section 3.

The guidelines of each standing subcommittee shall be subject to approval and review by the members of the ASC.

### Section 4.

All Subcommittee Chairpersons are encouraged to attend corresponding RSC subcommittee meetings and report the pertinent information of Regional Subcommittees to the ASC and the Area Subcommittees in the way of a written report.

### Section 5.

All subcommittees will hold regular subcommittee meetings at some point prior to ASC meetings as needed.

## **Article XI**

### ***AD Hoc Committees***

The Chairperson of the ASC shall have the authority to appoint an AD Hoc Committee chairperson for such special purposes as may be necessary to fulfill specific functions. The purpose and duration for the existence of any Ad Hoc Committee shall **BE SPECIFICALLY DESIGNATED BY THE CHAIRPERSON** at the time of appointment.

At the completion and report of the specific function, the said Ad Hoc Committee will be dissolved. The report will be turned into the Area Secretary at each regular ASC meeting as to the status of the business of the Ad Hoc Committee, to be included in that month's minutes. Each Ad Hoc Committee will comply with guidelines of the ASC.

## **Article XII**

### ***Guidelines for Reports to the ASC***

#### Section 1.

Regional Committee Member (RCM) shall report:

- A. A written report summarizing the business from the previous RSC to include motions, information pertinent to the ASC and groups (I.e. CAR reports and results, newsletters, flyers, etc.)
- B. Report of financial expenditures requiring Area reimbursement and provide receipts to the ASC Treasurer.
- C. To turn in this report and other pertinent information as stated above to the ASC Secretary for that month's minutes.

#### Section 2.

Subcommittee Chairs shall report:

- A. A written report to be submitted to the ASC Secretary with the Chairperson's address, telephone, and last name if willing.
- B. All Subcommittee expenses, receipts, donations to the Area and financial status of committees for that month's minutes.
- C. Report financial expenditures requiring Area reimbursement and provide receipts to the ASC treasurer.
- D. Communication with Regional Subcommittee Chairs and RSC Subcommittee meetings.

#### Section 3.

AD Hoc Chairs shall report the same as the above Subcommittee Chairs.

## **Article XIII**

### ***Parliamentary Process***

The Just for Today Area Service Committee shall apply the current ASC guidelines, the principles of NA's Twelve Traditions, the rules contained in the current edition of the Guide to Local Services, and the Twelve Concepts to expediate the business of the Committee.

## **Article XIV**

### ***Amendments of Guidelines***

Amendments to these guidelines must be submitted in writing prior to their consideration in the form of a motion. Amendments must be submitted to the groups of the ASC for consideration at their Group Conscience/business meeting. To approve a Guideline change it must have **2/3** majority vote in favor of the change to pass.

- A. If there is no quorum, then the motions will be tabled until the next ASC meeting with a quorum present.
- B. The ASC meetings will be held monthly in a location decided by this body.

## Article XV

### Section 1. Funding Guidelines.

- A. The ASC shall maintain a prudent reserve of \$300.00.
- B. The ASC shall provide funds for the following if funds are available.
  - 1. Secretary monthly expenses- as needed up to \$45.00/provide receipts.
  - 2. Literature – Two (2) group starter kits, including “A Guide to Local Services”, shall be kept on hand-up to \$100.00.
  - 3. Two (2) motel rooms for RSC and Service Assembly-up to \$75.00 per room/per event.
- C. All requests for funds more than \$100.00, excluding the following housekeeping expenses: 1) ASC Rent; 2) Website; 3) Annual MoM campout; (4) Quarterly donation minimum of \$200.00 to RSC, Zone, or World at the discretion of the ASC, unless previously approved; must be approved by vote of the ASC groups.
- D. The ASC Treasurer will maintain a minimum of two signatures on all checks for the checking account. All checks will be signed when they are fully completed with the name of the payee. Debit/Credit Card and digital transactions of the treasurer will be approved and reviewed during the following business meeting.
- E. **All persons entrusted with JFT ASC funds must sign a Financial Accountability Statement prior to receipt of funds or beginning of term of service position.** See Article XV, Section 3. A completed copy will be provided to the Secretary for ASC records.
- F. Monthly Treasurers Report (Approved 09.08.2024)
  - 1. The monthly treasurer report presented to the Area Service Committee will report the beginning and ending balance, debits and credits, as recorded by the ASC’s bank account statement.
  - 2. The treasurer’s report will only report the previous months activity. Financial decisions made during the ASC will be reported in the next month’s treasurer’s report.
  - 3. Debits, credits, beginning and ending balance reported on the monthly bank statement, will be reported on a financial form that describes the purpose of the debit and origin of the credit.
  - 4. The ending balance may differ from the bank statement for outstanding checks that have not cleared. Either debits or credits.
  - 5. The treasurer will determine which sub-accounts to report debits and credits within, based on accurate description provided by the depositor. Committee specific debits and credits will be assigned and reported for that specific committee.
  - 6. *A sub account is often used to compartmentalize larger accounts, thereby allowing for better tracking of various budget details and expenses.*  
JFTA Sub-accounts are: General Account, Literature, H&I, PR, MOM campout, Website, and Outreach.
  - 7. The monthly report form will provide a beginning and ending balance for the main account.
  - 8. Each sub account will have a beginning and ending balance. Debits and credits will be recorded within the sub account, with detail.
  - 9. The treasurer will provide a copy of the bank statement with each monthly report.

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10. The JFTA Chair and one other designee of the JFTA Chair, will audit the treasurer report, bank statements, deposit receipts, and debit receipts, after each quarter.
11. Audit schedule:
  - By April's ASC for January, February and March.
  - By July's ASC for April, May, June.
  - By October's ASC for July, August, September.
  - By January's ASC for October, November, December.
12. The monthly report form will record the prudent reserve deducted from the available ending balance.
13. Literature orders will be submitted and paid for by the 25<sup>th</sup> of each month. Orders not submitted or paid by the 25<sup>th</sup> of each month will not be filled.
14. Deposit receipts will be sent to the Literature Chair and Treasurer by the 25<sup>th</sup> of each month.

### Section 2: Voting Guidelines.

- A. A quorum of the Just for Today ASC shall be recognized as a simple majority of all GSR's of listed groups with current voting privileges, as recognized by regular attendance, present. Upon reaching the quorum, regular business may be conducted as described in Article V. If no quorum is present, only financial housekeeping may be conducted.
- B. GSRs, Alternate GSRs, or group appointed representatives are the only voting members of the ASC.

### Section 3: Financial Accountability Statement.

**All persons entrusted with JFT ASC funds must sign a Financial Accountability Statement prior to receipt of funds or beginning of term of service position.**

- A. The witness must be an elected trusted servant of the JFTASC.
- B. A completed copy will be provided to the Secretary for ASC records.

**JUST FOR TODAY AREA OF NARCOTICS ANONYMOUS**

**Financial Accountability Statement**

Anyone entrusted with handling JFTASC funds will be held accountable. If JFTASC funds are found to be missing an investigation will be held by the JFTASC. If you are found to have misappropriated or stolen JFTASC funds, your trusted servant position will be forfeited and JFTASC reserves the right to have you PROSECUTED.

I, the undersigned, have read and understand the above accountability statement and my signature acknowledges my consent to adhere to the same.

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Witness:** \_\_\_\_\_ **DATE:** \_\_\_\_\_