



MRSC GUIDELINES

Revised 06.13.2026



Montana Region Service Committee

MRSC GUIDELINES

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MRSC GUIDELINES

Mission

The mission of the MRSC is to support the Areas and Groups in the Montana Region of Narcotics Anonymous in fulfilling their primary purpose by linking together the Area Service Committees (ASCs) and Groups within the Region; supporting ASCs and Groups with basic needs and communication; and by encouraging growth of the fellowship.

“Each Group has but one primary purpose—to carry the message to the addict who still suffers.”

*Narcotics Anonymous 5th
Tradition*

MRSC and MRSB Statement

“We are not affiliated with any other organizations, we have no initiation fees or dues, no pledges to sign, no promises to make to anyone.”

*What is the Narcotics Anonymous
Program?*

We are not a membership non-profit, with no membership tracking or dues. For legal purposes, we refer to our body of participants as the Montana Region Service Body (MRSB). The composition of this body/entity is the Montana Region Service Committee (MRSC). The difference is solely in the language of our documents and has no effect on our work or levels of participation. In this Guidelines document, use MRSB interchangeably with MRSC.

Board of Directors

OFFICERS AND ELECTIONS

The Officers of the Corporation shall be a Chair, Vice Chair, Treasurer, and Secretary, each of whom shall be a member of and elected by the MRSB.

MONTANA REGION SERVICE COMMITTEE CHAIRPERSON (TWO YEAR TERM)

The Chair shall be the principal executive officer of the Corporation, accountable to the direction of the MRSB, and responsible for the business affairs of the Corporation. The Chair shall, when present, facilitate MRSC and MRSB meetings. The Chair may sign or countersign contracts and other instruments of the Corporation; make reports to the Board of Directors and to the MRSB; and perform such other duties as are incident to this office or are properly required of them.

Functions and Responsibilities:

- Create agenda for MRSC meetings which include the MRSB

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- Email agenda out one week before the regional meeting to all MRSC Officers and the MRSB.
- Continue to develop facilitation skills and ensure all voices are heard giving equal consideration to the quieter voices.
- Ensures Zoom Communications are facilitated during MRSC meetings and delegates responsibility if the MRSC Vice Chairperson is unable to attend MRSC meeting.
- Maintain a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- Develop and maintain a working knowledge of the MRSC Guidelines and Policy Log. Attends all MRSC meetings.

Requirements:

- Four years of clean time.
- Good communication skills.
- Ability to delegate, organize, give direction and incentive.
- Willingness to give the time and resources necessary to do the job.

MONTANA REGION SERVICE COMMITTEE VICE CHAIRPERSON (TWO YEAR TERM)

The Vice Chair is responsible to assist the chairperson in facilitating all meetings of the MRSC/MRSB and to conduct meetings themselves in the chairperson's absence. The Vice Chair supports the Chair in preparing for the regional meeting, including agenda creation, and ensuring all materials are distributed to meeting participants. The Vice Chair will also hold a position on the Board of Directors.

Functions and Responsibilities:

- Sits by MRSC Secretary and aids him/her with clarification of proposals and other pertinent information.
- Familiarizes self with MRSC Guidelines and Policy Log and work with Chair in preparing to potentially serve as Chair of the MRSC.
- Facilitates all Zoom Communications during MRSC meetings, working with MRSC Secretary and Chairperson to ensure all online participants are included and heard during discussions.
- Maintain a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- Develop and maintain a working knowledge of the MRSC Guidelines and Policy Log.
- Attends all MRSC meetings.

Requirements:

- Two years of clean time.
- Good communication skills.
- Ability to delegate, organize, give direction and incentive.

MONTANA REGION SERVICE COMMITTEE TREASURER (THREE YEAR TERM)

The purpose of the Montana Region Treasurer is to maintain all bank accounts and financial functions related to the MRSC, Events, and other workgroups, as well as retain

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a position on the Board of Directors. The MRSC Treasurer will prepare the budget, and provide all financial information to MRSC Trusted Servants and Board of Directors.

Functions and Responsibilities:

- Acts as sole point of accountability with bookkeeping service provider to ensure financial records are up-to date and properly maintained for compliance purposes.
- Advises the MRSC on cash supply, income flow, and rate of expenditures.
- Ensures timely payment of all MRSC financial responsibilities.
- Prepares a yearly, or quarterly, budget as decided by the MRSC.
- Verifies and stores receipts, either hard copies or digitally, secured from MRSC, Events, and Literature committees, and confirms bookkeeping service provider is given copies to attach to financial records.
- Provides accurate and detailed report of financial records at every MRSC meeting, with willingness to answer any questions that may arise.
- Works with MRSC Guidelines Resource person, or outside service provider, to ensure proper filing of form 990 each year in order to maintain 501(c)(3) status.
- Serves as registered agent with Montana Secretary of State
- Ensures annual filing is complete with Montana Secretary of state
- Ensures compliance with all IRS requirements
- Cares for and upholds responsibility of MRSC equipment, if provided.
- Maintain a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- Develop and maintain a working knowledge of the MRSC Guidelines and Policy Log.
- Attends all MRSC meetings.

Requirements:

- Five years of clean time.
- Suggested minimum three years' experience in NA service.
- Has prior experience as a Treasurer for an NA service body.
- Personal financial responsibility is of utmost importance.
- Experience with, or willingness to learn, QuickBooks program or other software designated by the MRSC.
- Has internet access.
- Good communication skills.
- Ability to delegate, organize and give direction.
- Willingness to give the time and resources necessary to do the job.

MONTANA REGION SERVICE COMMITTEE SECRETARY (TWO YEAR TERM WITH ONE TERM RENEWAL OPTION)

The purpose of the Montana Region Secretary is to keep records of proceedings from all MRSC meetings, as well as retain a position on the Board of Directors. The MRSC

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Secretary Position will work closely with the Chairperson providing necessary documentation for past and present MRSC meetings.

Functions and Responsibilities:

- Record all reports and proceedings during MRSC meetings.
- Maintain physical address of each Director and email address of each MRSC member and trusted servant.
- Safely protect and systematically keep all books, papers, records, and documents belonging to the MRSC.
- Assist MRSC Chairperson in creating agenda for MRSC meetings.
- Provide a report of previous meetings at every MRSC meeting.
- Deliver MRSC meeting minutes to SMTSC Workgroup via email for online posting in 30 days after each MRSC meeting.
- Works with MRSC Guidelines Resource person to ensure changes or additions to Policy Log are inputted into MRSC Guidelines document.
- Cares for and upholds responsibility of MRSC equipment, if provided.
- Maintain a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- Develop and maintain a working knowledge of the MRSC Guidelines and Policy Log.
- Attends all MRSC meetings.

Requirements:

- Two years of clean time.
- Has internet access.
- Good communication skills.
- Ability to delegate, organize and give direction.
- Willingness to give the time and resources necessary to do the job.

DELEGATION

Whenever an Officer is absent or whenever, for any reason, the Board of Directors may deem it desirable, the Board of Directors may delegate the powers and duties of an Officer to any other Officer or Officers or to any Director or Directors.

BOARD MEMBER IN GOOD STANDING

A board member is in good standing when:

- Maintains clean time.
- Attends all MRSC Meetings unless proper notice and report is given. No more than two meetings missed per two-year cycle.
- Fulfills duties and responsibilities as outlined in bylaws and this document.

Trusted Servants

ELECTIONS AND NOMINATIONS

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- It is MRSC policy that nominations and elections do not occur within the same meeting, so nominations should be made at the MRSC meeting prior to the term end of the opening position.
- Nominations can be made by any MRSC member, and it is encouraged that vacant positions be taken back to ASCs in order to present availability to the entire fellowship.
- During nominations, the nominated Trusted Servants will be asked to qualify themselves and it is up to the MRSC body to verify that the nominated members will meet all requirements and are capable of maintaining the position.
- Anyone nominated to a position and unable to be present for the nomination process may accept the nomination in writing or by proxy of an attending member to the MRSC meeting.
- All term lengths are listed with the position descriptions, and it is recommended that no member serve more than two terms in any position, in order to maintain the spirit of rotation.
- It is the responsibility of the Guidelines Resource Position to notify the MRSC of terms ending and when positions will be open for nomination and election.
- Elected position holders will remain in their position through the last meeting of their term, either fulfilling their duties alone or working with the newly elected position holder for support.

RESIGNATION AND REMOVAL OF TRUSTED SERVANTS

- Trusted Servants may resign at any time during their term. It is suggested that a written letter of resignation be submitted to the MRSC Chairperson prior to, or at the time of, resignation.
 - Any elected MRSC trusted servant is allowed two absences per term except in the event of an emergency. A replacement or written report should be supplied in the case of absence.
 - MRSC Trusted Servants will be removed from office by consensus of MRSC Trusted Servants present for any of the following reasons:
 - o Relapse
 - o Excessive absence without notification
 - o Neglect of duties
 - o Repeated tradition violations
 - o Misuse of funds
 - o Falsification of financial reports
 - o Any act of theft or violence in the committee towards committee members
 - RDA and MRSC Vice Chair may move into the RD and Chairperson positions, respectively, in the case of resignation or removal upon the consensus of the MRSC.
 - Open mid-term positions may be filled at the Regional Meeting. The elected person shall serve in that position until the next regularly scheduled election. A consensus of MRSC Trusted Servants shall be required to fill a mid-term vacant position.
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Decision Making

In keeping with the principles of the 12 Concepts, all MRSC business will be decided by consensus-based decision-making.

- The basic model we will utilize functions as follows:
 - o Collaboratively and/or individually generating a proposal.
 - o Identify concerns and attempt to resolve them.
 - o Discuss an outcome necessary for the proposal that will achieve as much agreement (consensus) as possible:
 - Modify the current proposal
 - Create an alternate proposal
 - Drop the proposal completely
 - o Although it is the MRSC's intention to achieve complete consensus, we recognize this may not be practical in all cases. In the rare event that 100% consensus cannot be attained, the following protocol will take place:
 - Unanimity minus one vote.
 - Unanimity of at least 80% of the MRSC.
 - In both of the above instances, the MRSC will note concerns of the dissenting party or parties.
 - o For more guidance, the MRSC will refer to the Consensus-Based Decision-Making document put out by NAWS.
-

Grievance Policy

Any member of the MRSC can petition the body for the redress of a personal grievance without the fear of reprisal.

- Process for petitioning the body for such a redress is:
 - o Contact the MRSC Chair as soon as the decision to file a grievance is made.
 - o Seek to resolve issues.
 - If it is with individuals and not the body as a whole, seek to resolve it with individual(s).
 - If the issue is with the action of the MRSC body, then write out grievances and send them to the MRSC Chair at least one week prior to the regional meeting.
 - o If not resolved prior to the MRSC meeting, the MRSB will agree to a resolution which will be recorded in the minutes of the MRSC.
-

Nondiscrimination

“There are no strings attached to NA. We are not affiliated with any other organizations. We have no initiation fees or dues, no pledges to sign, no promises to make to anyone. We are not connected with any political, religious or law enforcement

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groups and are under no surveillance at any time. Anyone may join us regardless of age, race, sexual identity, creed, religion, or lack of religion.”

What is the Narcotics Anonymous

Program?

Financial Policies and Guidelines

MONTANA REGION GUIDELINES RESOURCE POSITION (TWO YEAR TERM WITH ONE TERM RENEWAL OPTION)

The purpose of the Montana Region Guidelines Resource Position is to maintain necessary documents related to our 501(c)(3) status, update and ensure Policy Log is followed, verify continued compliance by working with MRSC Treasurer, conduct annual reviews of By-Laws, Articles of Incorporation, and MRSC Guidelines. The MRSC Guidelines Resource Position will work closely with the Treasurer, Secretary, and Chairperson, as well as being the single point of accountability with the MRSC to confirm following of the MRSC Guidelines and Policy Log.

Functions and Responsibilities:

- Maintain current and updated knowledge of the MRSC Guidelines providing necessary information during elections and policy changes made during MRSC meetings.
- Conduct bi-annual reviews of the Articles of Incorporation, By-Laws, and MRSC Guidelines with rotation of documents to ensure not all are reviewed in one year.
- Report any revisions necessary to the MRSC for approval.
- Ensure revisions and their rationale are recorded in the policy log
- May form a Workgroup for document review, if necessary.
- Continues active maintenance of Policy Log with any additions or changes recorded directly after each MRSC meeting and given to the MRSC Secretary to report at the following MRSC meeting.
- Retain a list of all active members holding positions and when term limits will expire, providing a list at every meeting for transparency.
- Manages and revises MRSC yearly calendar to ensure completion of compliance deadlines, yearly reviews, and quarterly duties so that it may be presented at each MRSC meeting.
- Tracks Spring Assembly rotation by noting it in the policy log
- Maintain a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- Develop and maintain a working knowledge of the MRSC Guidelines and Policy Log.
- Attends all MRSC meetings.

Requirements:

- Three years of clean time.
- Previous service at the Group, Area, and regional level.

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- Prior service with a non-profit organization preferred.
- Has a computer and internet access.
- Willingness to familiarize with all MRSC documents.
- Ability to uphold guidelines and legal documents dedicated by the MRSC.
- Good communication skills.
- Capacity to delegate, organize, and give direction when necessary.

MRSC DEBIT CARD POLICIES AND PROCEDURES

OBJECTIVES

- To allow MRSC Trusted Servants access to efficient and alternative means of payment for approved expenses.
- To ensure transparent and complete reporting related to debit card purchases.

POLICIES

- **Bank and Debit Card Access Policy**
Bank account access is restricted to members currently serving in official service positions, bookkeeper, and the immediate past treasurer.
- Debit cards may only be issued to the current treasurer, designated event treasurers, Literature and the Public Information (PI) Coordinator.
- Debit cards will be used only for business purposes. Personal purchases of any type are not allowed.
- The following purchases are not allowed:
 - o Items or services on term contracts
 - o Maintenance agreements
 - o Personal items or loans
 - o Rentals (i.e. autos or transportation, all other venue or item rentals must be approved by responsible committee)
 - o Personal meals
 - o Any items deemed inconsistent with the values of the MRSC
- Cash advances on debit cards are not allowed.
- Cardholders will be required to sign an agreement indicating their acceptance of these terms. Individuals who do not adhere to these policies and procedures will risk revocation of their debit card privileges.

PROCEDURES

- Detailed receipts must be retained and given to the MRSC Treasurer on a regular basis or at the end of an event.
- All purchases must be approved by either the committee to which the treasurer is responsible, or the MRSC.

Note: The full form is in the Addendums section for easier access.

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PROCEDURE TO TRANSITION TREASURER DUTIES

- Confer with the newly elected Treasurer to determine which representative from First Interstate Bank is being utilized and begin the process of removing the outgoing treasurer from four accounts and implementing the newly elected treasurer.
 - o The outgoing treasurer will remain on the savings account (ending in 6290) as a backup for the newly elected treasurer.
 - o The newly elected treasurer shall receive a debit card for the MRSC account (ending in 6832) and will need to sign and file the MRSC Debit Card Policy form.
 - o It must be clearly listed in the minutes that the newly elected treasurer shall be added to all five of the accounts along with given a debit card and the outgoing treasurer should be removed from four of the accounts, excluding the savings account, along with his/her debit card being deactivated.
 - o The outgoing Treasurer will also remain available to the newly elected treasurer for a transition period of at least 6 months.
- Work with the Shared Technical Member Services Coordinator to grant access to the MRSC password manager so that the newly elected Treasurer can have access to all online accounts related to MRSC financials.
- Assist Shared Technical Member Services Coordinator to transfer treasurer@namontana.org email account over to the newly elected Treasurer for proper communication and online account access.
- Ensure annual Form 990 EZ filing with the IRS before May 15th each year. If an extension is needed, ensure that it has been filed. **This is an absolute necessity every year or we will lose our 501(c)(3) status.**
- Verify training of Quickbooks and MRSC Budget Workbook on Google Workspace with the newly elected Treasurer to make certain proper maintenance of financial records.
- Once the newly elected Treasurer has received a debit card, begin the process of converting all recurring purchases to the new card number. This includes but is not limited to:
 - o USPS.com – for both PO Box Rentals
 - o Tech Soup – Quickbooks subscription and Zoom admin fee
 - o Freedom Voice – Helpline
 - o Google Domains – Domain Registration for website
 - o Zoom – PI and MRSC accounts
- Transfer all receipts, including previous years Events and MRSC receipts. Give newly elected Treasurer possession of the checkbook and compliance documents.
- Provide incoming Treasurer previous reports from MRSC meetings in case they want to reference the template for future reports.

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- Give incoming Treasurer all other digital files related to the budget, receipts, debit card, and forms,
- While this list is not fully exhaustive, it is understood that the outgoing Treasurer will work with the incoming Treasurer to ensure that all duties are transferred correctly and thoroughly with due care and integrity.

MRSC TRAVEL REIMBURSEMENT POLICY

Purpose

This policy establishes the procedures and allowable expenses for travel reimbursement to ensure consistency, fairness, and accountability when Montana Regional Service Committee (MRSC) trusted servants travel in service to the region, areas, or groups.

Scope

This policy applies to all elected service members of the Montana Regional Body, as defined by MRSC guidelines.

General Policy

MRSC will reimburse reasonable and necessary travel expenses incurred while participating in approved MRSC activities. All travel must be approved in accordance with MRSC procedures.

Eligible Expenses

For All Elected Montana Regional Body Service Members:

- Mileage: Personal vehicle use is reimbursed at \$0.30 per mile. A completed reimbursement form must be submitted.
- Lodging for Regional Assembly: Reimbursement is available for hotel or lodging at standard, reasonable rates. Receipts are required.

For Regional Delegate Team (in addition to the above):

When fiscally able, the Montana Region Service Committee will fund travel expenses for both the Regional Delegate (RD) and Alternate Delegate (AD) to attend the World Service Conference (WSC) and the Rocky Mountain Zonal Forum (RMZF).

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- **Per Diem:** A flat rate of \$55 per day is provided to cover meals and incidental expenses. Receipts are not required.
- **Lodging:** Reimbursement for hotel or lodging at reasonable, standard rates. Receipts are required.
- **Transportation:** Reimbursement for airfare, rideshare, taxi, bus, or rail when pre-approved and the most cost-effective option. Receipts are required.
- **Parking and Tolls:** Reimbursable with receipts.

Reimbursement Procedure

Submit a completed Travel Reimbursement Form within 30 days of return.

1. Attach all required receipts for expenses, except for per diem.
2. Submit the form and documentation to the MRSC Treasurer.
3. Approved reimbursements will be issued within 15 business days.

Policy Review

This policy will be reviewed annually and updated as needed to reflect current rates and best practices.

Note: The full form is in the Addendums section for easier access.

MRSC COMPLIANCE CHECKLIST

The Board of the MRSC is ultimately responsible for ensuring our 501(c)(3) organization is compliant with all federal and state rules. This document **MUST** be reviewed by the Board annually to ensure we do not lose our status as rules do change.

KNOW WHAT MAY JEOPARDIZE OUR STATUS

- Private Benefit Inurement
- Political Campaign Intervention
- Legislative Activities

KEEP ADEQUATE BOOKS AND RECORDS

- Document all sources of receipts and expenditures
- Keep donor records
- Retain all supporting documents
- Prepare annual financial statements

FILE YOUR FORM 990 (ANNUAL TAX RETURN FOR EXEMPT ORGANIZATIONS)

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- Due the 15th day of the 5th month after the fiscal year end (MRSC year ends December 31 so due date is May 15)
- All organizations now required to file regardless of revenue
- Penalties imposed for not filing
- Revocation of 501(c)(3) status if not filed for 2 or more years in a row
- Know **ALL** forms that must be filed, i.e. 990-T for unrelated business income.

ANNUAL REPORTS (STATE LEVEL FILING)

- Each year file the annual report to remain active or MRSC may be dissolved Employee information, state corporation/franchise tax returns and charitable solicitation registration are not relevant to us but should be reviewed periodically. We have a responsibility to know what our filing requirements are.

MRSC Budgeting

| 4 CLASSES / 4 SUBCLASSES OF EXPENDITURES: | 2 CLASSES OF REVENUES: |
|---|---|
| <ul style="list-style-type: none"> - MRSC - MRSC DELEGATE TEAM - SHARED TECH MEMBER SERVICES - PR COMMITTEE <ul style="list-style-type: none"> o PI o H&I o WSWMR o Helpline | <ul style="list-style-type: none"> - EVENT INCOME - DONATIONS TO MRSC |

3 TYPES OF EXPENDITURES TO BE ENTERED INTO BUDGET TEMPLATE:

- **TYPE 1: Fixed expenditures**
 - o Annually recurring expenditures that can be estimated with some certainty.
 - o Example: Filing Fees, Subscriptions, Insurance, Helpline, Website, etc.
 - o MRSC Treasurer will input projected income and fixed expenditures.
- **TYPE 2: Variable expenditures**
 - o Current or expected expenditures that can fluctuate annually depending on scope and size of projects.
 - o Example: Spring Assembly costs, travel reimbursement, RMZF costs, PI printings, H&I Literature, starter kits, etc.
- **TYPE 3: Fellowship Development Opportunity expenditures**
 - o Funds for FD opportunities which are not covered by an existing workgroup's budget
- **TYPE 4: Opportunity expenditures**

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- o Funds set aside for unforeseen or opportunistic projects, provided we have the funds to invest.

PURPOSE:

- For each class (point of accountability and/or coordinator) there will be a budget entered which will consist of what we know we will spend along with projects we hope to accomplish. It is important to clarify what is a fixed expenditure (website, helpline, meeting list printing and so forth) and what is a projected or wished for expenditure.
- Each variable and opportunity cost will have listed notes in the budget stating description and use.

PROCESS:

- The process for creating the MRSC budget will begin immediately following the MRSC Q2 meeting annually.
- The Treasurer will establish a template of revenue and expenditures for each class and subclass listed above based on prior three-year averages.
- The Treasurer will then communicate with each coordinator to discuss and tailor the draft budget accordingly, as well as determine if they foresee any extra (or less) expenditures in the coming year.
- The Treasurer has discretion to make recommendations that arise from any extraordinary or abnormal items, but ultimate approval remains with the MRSC.
- The Treasurer will ensure the Prudent Reserve for Montana Region Service Committee will not fall below 6 months of the following year's operating budget unless extraordinary circumstances arise and are approved by the body.
- The draft budget will be presented at the MRSC Q3 meeting for review and taken back to the Areas. The budget will then be approved, or adjusted if objections arise, at the MRSC Q4 meeting.

HOW TO REQUEST FUNDS:

- **Fixed and Variable Money Requests:**
 - o If you are a point of accountability and/or coordinator and have a budgeted expenditure you would like to request, an email should be sent to PR Chair, PR Secretary and MRSC Treasurer to assist with and record the expenditure.
- **Opportunity Money Requests:**
 - o Should an opportunity arise between MRSC meetings, the workgroup chair may connect with the MRSC Treasurer to discuss the practicality of the opportunity. If practical it can be approved by treasurer
- **Fellowship Development Opportunity Money Requests:**

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- o When fellowship development requests are received, the MRSC Treasurer first assesses whether the request aligns with an existing workgroup budget (e.g., H&I or PI) ensuring the affected coordinators are involved in the planning. If it does not, the request may be approved through the fellowship development opportunity budget, provided that sufficient funds are available.
 - **Supplemental Budgetary Money Requests:**
 - o If a workgroup or coordinator has used up all funds and would like a supplement to their budget, they need to formally write a proposal for a money request to be presented at the next MRSC meeting. Such a proposal should include an estimated detailed list of items needed as well as their purpose. If time is a constraint or funds are needed prior to the next MRSC meeting, the workgroup or coordinator may contact the MRSC Chairperson to request an emergency budget meeting.
-

Regional Delegates

MONTANA REGION SERVICE COMMITTEE REGIONAL DELEGATE (THREE YEAR TERM WITH ONE TERM RENEWAL OPTION)

The purpose of the Montana Region Delegate is to serve as the primary contact between NA's World Services and the local NA community. The delegate will provide information on current world projects to the Montana Region Service Committee, while also offering a local perspective to the work of world services. The MRSC Delegate Position will work closely with the MRSB seeking their conscience and relaying it at the World Service Conference.

Functions and Responsibilities:

- Act in the best interests of NA as a whole and not solely as an advocate of their NA community's priorities.
- Provide response to World Services' request for input with a foundation in MRSC's Group conscience.
- Willingness to donate their time to travel to the World Service Conference (WSC) bi-annually and any Rocky Mountain Zonal Forums (RMZF).
- Mentors, communicates, and works collaboratively with the MRSC Alternate Delegate. This is a team effort position.
- Assist the MRSC Alternate Delegate in coordinating and holding workshops relating to World Service Conference agenda items across the Montana Region.
- Provide report of WSC and RMZF news at every MRSC meeting.
- Cares for and upholds responsibility of MRSC equipment and funds, if provided.
- Maintain a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.

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- Develop and maintain a working knowledge of the MRSC Guidelines and Policy Log.
- Attends all MRSC meetings.

Requirements:

- Five years of clean time.
- Has internet access.
- Good communication skills.
- Capacity to travel to WSC and RMZF meetings, when necessary.
- Ability to delegate, organize and give direction.
- Willingness to give the time and resources necessary to do the job.

MONTANA REGION SERVICE COMMITTEE ALTERNATE REGIONAL DELEGATE (THREE YEAR TERM WITH ONE TERM RENEWAL OPTION)

The purpose of the Montana Region Alternate Delegate is to serve as the secondary contact between NA's World Services and the local NA community. The alternate delegate consults with the delegate for different perspectives on World Service affairs and shares the workload. The MRSC Alternate Delegate Position will work closely with the MRSC Regional Delegate and the MRSB seeking their conscience and relaying it at the World Service Conference.

Functions and Responsibilities:

- Act in the best interests of NA as a whole and not solely as an advocate of their NA community's priorities.
- Assist the Regional Delegate in providing response to World Services' request for input with a foundation in MRSC's Group conscience.
- Willingness to donate their time to travel to the World Service Conference (WSC) bi-annually and any Rocky Mountain Zonal Forums (RMZF).
- Communicates and works collaboratively with the MRSC Regional Delegate. This is a team effort position.
- Support the MRSC Delegate in coordinating and holding workshops relating to World Service Conference agenda items across the Montana Region.
- Provide report of WSC and RMZF news at every MRSC meeting.
- Cares for and upholds responsibility of MRSC equipment and funds, if provided.
- Maintain a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- Develop and maintain a working knowledge of the MRSC Guidelines and Policy Log.
- Attends all MRSC meetings.

Requirements:

- Four years of clean time.
- Has internet access.
- Good communication skills.
- Capacity to travel to WSC and RMZF meetings, when necessary.
- Ability to delegate, organize and give direction.

MRSC GUIDELINES

- Willingness to give the time and resources necessary to do the job.
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Montana Region Literature

MONTANA REGION SERVICE COMMITTEE LITERATURE STOCKPILE COORDINATOR (THREE YEAR TERM)

The purpose of the Montana Region Literature position is to maintain all stock of NA books, pamphlets, readings, or other material that can be purchased by Areas, Groups, or members. The MRSC Literature Stockpile Coordinator will also budget funds for the MRSC Literature account, while keeping a concise and well-stocked inventory of all materials.

Functions and Responsibilities:

- Provides adequate stock of all necessary literature and meeting materials for purchase by Groups, Areas, and members.
- Transports, displays, and sells literature at MRSC events and MRSC meetings with travel reimbursement provided according to MRSC policy.
- Ensures proper input of all purchases and sales into Quickbooks or other software to transfer to MRSC Treasurer quarterly.
- Maintains proper inventory and stock levels of all literature and materials, including books, IP's, meeting starter kits, keytags, coins, etc.
- Works with the PR Committee to assist with literature orders relating to new meetings, H&I, and PI.
- Remains available to all Groups, Areas, or members via phone or email for ordering materials outside of MRSC events and MRSC meetings.
- Presents inventory record and written report to the MRSC.
- Cares for and upholds responsibility of MRSC equipment, if provided.
- Maintain a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- Develop and maintain a working knowledge of the MRSC Guidelines and Policy Log.
- Attends all MRSC meetings.

Requirements:

- Four years of clean time.
 - Suggested minimum three years' experience in NA service.
 - Has internet and email access for ordering purposes.
 - Good communication skills.
 - Ability to delegate, organize and give direction.
 - Willingness to give the time and resources necessary to do the job.
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ALTERNATE LITERATURE STOCKPILE COORDINATOR

(Three Year Term)

Purpose

The Montana Region Alternate Literature Stockpile Coordinator supports the management, organization, and physical distribution of Narcotics Anonymous literature within the Montana Region. This position assists the Literature Stockpile Coordinator in maintaining an accurate and well-organized literature inventory and helps ensure literature is available for Regional meetings, events, and service activities.

This position supports the operational needs of maintaining a Regional literature inventory while allowing the Literature Stockpile Coordinator to maintain overall accountability for ordering, reporting, and coordination with the Treasurer.

All duties are carried out in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous, the MRSC Guidelines, and the MRSC Policy Log.

Functions and Responsibilities

- Assist the Literature Stockpile Coordinator in maintaining the Regional literature stockpile.
- Help maintain an organized inventory of literature materials including books, pamphlets, keytags, coins, and starter kits.
- Assist with preparing literature for distribution at Regional meetings and events.
- Support the transport, setup, and display of literature when literature is made available at MRSC events and service function
- Help maintain accurate inventory counts and stock levels in coordination with the Literature Stockpile Coordinator.
- Assist with organizing and storing Regional literature inventory in a safe and orderly manner.
- Communicate with the Literature Stockpile Coordinator regarding inventory needs or shortages.
- Support the Literature Stockpile Coordinator in ensuring literature is available to Groups, Areas, and Subcommittees when needed.
- Assist with packing, sorting, and preparing literature shipments or deliveries within the Region when trusted servants are coordinating distribution.
- Attend Montana Region Service Committee meetings when possible or provide updates through the Literature Stockpile Coordinator when inventory assistance is relevant

MRSC GUIDELINES

- Care for and maintain any Regional equipment or storage materials used for literature distribution
- Maintain a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- Develop and maintain a working knowledge of the MRSC Guidelines and Policy Log.

Requirements

- Minimum three (3) years clean time.
- Ability to assist with inventory management and organization of literature materials.
- Ability to communicate and coordinate with the Literature Stockpile Coordinator and other trusted servants.
- Willingness to assist with logistics, transport, and setup of literature materials at Regional events.
- Access to internet and email for communication purpose
- Willingness to give the time and resources necessary to fulfill the responsibilities of the position.

MONTANA REGION SERVICE COMMITTEE PUBLIC INFORMATION COORDINATOR (TWO YEAR TERM)

The purpose of the Public Information Coordinator is to be the point of contact and accountability for the MRSC to inform the public that NA exists. To inform the public that Narcotics Anonymous offers recovery from addiction and information about how and where to find it. All activities directed to that end shall be carried out in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous, the MRSC Policy Log and Guidelines, and the Public Relations Handbook.

Functions and Responsibilities:

- Replies to inquiries received at pi@namontana.org.
- Maintains and makes available to Areas and Workgroups the contact information of professionals, correctional facilities, radio and TV stations, etc.
- Helps with communication by mail and email to Areas, Groups, and Members.
- Submits PSAs to Area PI Committees or to radio and TV stations at the request of Areas.
- Updates and distributes statewide trifold meeting lists to Areas, institutions, professionals, and our website quarterly.
- Coordinates purchasing and distribution of PI materials such as bookmarks, pens, statewide meeting list, brochures, etc.

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- Conducts annual MRSC Inventory Survey in collaboration with MRSC PR Chairperson.
- Cooperates with Area PI Chairpersons to carry out PI efforts.
- Helps coordinate PI presentations when requested.
- Send a written report to the MRSC PR Committee and attend all PR meetings.
- Works on specific projects as needed.
- Maintain a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- Develop and maintain a working knowledge of the MRSC Guidelines and Policy Log.
- Attend MRSC meetings.
- If for any reason you are not able to fulfill your responsibilities, please communicate with the MRSC Chair.

Requirements:

- Three years of clean time.
- Previous service at Group and Area level.
- Disclose complete legal status at time of acceptance of nomination and sharing of qualifications.
 - o If you are required to register as a violent or sexual offender, you are disqualified from the position of coordinator, but may be able to still be a member of the Workgroup.
- Has internet access.
- Good communication skills.
- Ability to delegate, organize and give direction.
- Willingness to give the time and resources necessary to do the job.

MONTANA REGION SERVICE COMMITTEE HOSPITALS AND INSTITUTIONS COORDINATOR (TWO YEAR TERM)

The purpose of the Hospitals and Institutions Coordinator is to be the point of contact and accountability for the MRSC. The Purpose of H&I in general is to carry the message to addicts who are unable to get to regularly scheduled meetings. All activities directed to that end shall be carried out in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous, the MRSC Policy Log and Guidelines, and the Public Relations Handbook.

Functions and Responsibilities:

- Maintains open lines of communication between the MRSC, Areas, and Groups in the Montana Region.
- Initiate and maintain contact with Area H&I Sub-Committees in the Montana Region.
- Serve as a pooling place for Area H&I experience.
- Responds to all requests for information in a timely and effective manner.
- Ensures that those requests are handled at the appropriate level of service.

MRSC GUIDELINES

- Provide H&I guidance and direction to Area Sub-Committees when needed.
- Manages log of facilities, contacts, and the MRSC Project Coordinator(s) for facilities within the region that we have relations with and those we want to develop relationships with.
- Organizes and maintains H&I files and records.
- Coordinates H&I presentation workshops throughout the Region for any interested NA members or entities, with assistance from the PI Coordinator.
- Prepares for any possible media contact.
- Maintain a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- Develop and maintain a working knowledge of the MRSC Guidelines and Policy Log.
- Maintain a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- Develop and maintain a working knowledge of the MRSC Guidelines and Policy Log.
- Attend MRSC meetings.
- If for any reason you are not able to fulfill your responsibilities, please communicate with the MRSC Chair.

Requirements:

- Three years of clean time.
- Previous service at Group and Area level.
- Disclose complete legal status at time of acceptance of nomination and sharing of qualifications.
 - o If you are required to register as a violent or sexual offender, you are disqualified from the position of coordinator, but may be able to still be a member of the Workgroup.
- Has internet access.
- Good communication skills.
- Ability to delegate, organize and give direction.
- Willingness to give the time and resources necessary to do the job.

HOSPITALS AND INSTITUTIONS ALTERNATE COORDINATOR

(TWO YEAR TERM)

Purpose

The purpose of the Hospitals and Institutions Alternate Coordinator is to support the Hospitals and Institutions (H&I) Coordinator by assisting with coordination, communication, continuity of service, and reporting. This position helps ensure

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consistency, collaboration, and sustainability of H&I efforts throughout the Montana Region.

This position does not replace or duplicate the responsibilities of the H&I Coordinator, but exists to support shared workload and continuity of service.

All activities directed to that end shall be carried out in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous, the MRSC Guidelines, and the MRSC Policy Log.

Functions and Responsibilities

- Works collaboratively with and supports the MRSC H&I Coordinator in fulfilling H&I responsibilities.
- Assists in maintaining open lines of communication between the MRSC, Areas, Groups, and H&I-related service positions.
- Works and communicates with the Montana State Prison (MSP) Clearance Coordinator, MSP Meeting Scheduler, H&I Literature Coordinator, and WSMR Coordinator, as delegated by the H&I Coordinator, to support coordination and continuity of service.
- Assists designated H&I service positions and the H&I Coordinator with the preparation and submission of quarterly reports, helping ensure timely and accurate information is provided to the MRSC.
- Helps track and organize H&I information, including Area contacts, professional contacts, and Area and Regional service activity.
- Develops and maintains a basic working understanding of the MRSC budget as it relates to Hospitals and Institutions activities.
- Reviews H&I-related budget items annually and consults with the MRSC Treasurer at least once per year to support clarity, planning, and accurate reporting. May assist the H&I Coordinator in identifying budget considerations, trends, or anticipated needs related to H&I services.
- Serves as a support and backup resource to help ensure continuity of service in the absence of the H&I Coordinator.
- Participates in H&I planning, coordination, and service workshops as needed.
- Attends MRSC meetings when possible.
- If unable to fulfill responsibilities, communicate promptly with the H&I Coordinator and/or MRSC Chair.
- Maintains a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous
- Develops and maintains a working knowledge of the MRSC Guidelines and Policy Log.

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Requirements

- Three (3) years clean time.
- Previous service at the Group and/or Area level, preferably with H&I experience.
- Willingness to make a two-year service commitment.
- Internet access and the ability to communicate via email and shared documents.
- Good communication and collaboration skills.
- Ability to assist with organization, coordination, and follow-through.
- Willingness to give the time and resources necessary to fulfill the responsibilities of the position.

HOSPITALS AND INSTITUTIONS LITERATURE COORDINATOR - 2 year term

Functions and Responsibilities:

- Maintains Literature Stockpile for MRSC H&I
- Ensures that literature requests approved by H&I Coordinator and MRSC Treasurer are promptly mailed out
- Keeps receipts of shipping and handling and ensures they are recorded for reimbursement
- Maintain a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- Develop and maintain a working knowledge of the MRSC Guidelines and Policy Log.

Requirements:

- 1 year clean time.
- Previous service at Group and Area level.
- Has internet access.
- Good communication skills.
- Willingness to give the time and resources necessary to do the job.

HOSPITALS AND INSTITUTIONS MONTANA STATE PRISON (MSP) CLEARANCE COORDINATOR-

2 year term

Functions and Responsibilities:

- Communicates with MRSC H&I Coordinator and provides information for MRSC reports at least two weeks prior to regional meeting (including “no new additions” if no forms were filed or training held).
- Coordinates with MSP officials regarding clearance and training schedule.

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- Maintain clearance forms and clearance lists and communicates that with Panel Coordinator and H&I Coordinator
- Is responsible for destroying (shredding) clearance applications immediately after submission to the MSP contact.
- Mentors the new Clearance Coordinator.
- Maintain a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- Develop and maintain a working knowledge of the MRSC Guidelines and Policy Log.

Requirements:

- *Three years of clean time.*
- *One year prior H&I experience.*
- Willingness to make a two year commitment.
- Access to a computer with software for email, spreadsheets, scanning and other necessary tools.
- Must be able to maintain a professional image and effective communication skills when communicating with officials.

MONTANA REGION SERVICE COMMITTEE HELPLINE COORDINATOR (TWO YEAR TERM)

The purpose of the MRSC Helpline Coordinator is to facilitate communication within and outside the Montana Region through our 800 number. The primary purpose of the Helpline is to disseminate information about Narcotics Anonymous and NA meetings. The most important thing we can do on the phone is help someone get to a meeting. All activities directed to that end shall be carried out in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous, the MRSC Guidelines, Policy Log, and the Helpline guidelines.

Functions and Responsibilities:

- Opens and maintains lines of communication between the MRSC PR Committee and Area RCMs in the Montana Region in relation to the Helpline.
- Provides ongoing education and training on the use and etiquette of the Helpline.
- Listens and responds to all voicemails.
- Create and monitor MRSC Helpline schedule.
- Responds to all requests for information and training in a timely and effective manner.
- Ensures Helpline Handbook is up to date with current policies and practices.
- Initiates and maintains contact with all Helpline Trusted Servants.
- Ensures maintenance of Helpline files and archives.

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- Assures that Helpline has an appropriate budget.
- Speaks with the service provider, when needed.
- Send a written report to the MRSC PR Committee and attend all PR meetings.
- Maintain a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- Develop and maintain a working knowledge of the MRSC Guidelines and Policy Log.
- Attend MRSC meetings.
- If for any reason you are not able to fulfill your responsibilities, please communicate with the MRSC Chair.

Requirements:

- Two years of clean time.
- Previous service at Group, Area, and Regional level.
- PI experience at Area and/or Regional level.
- Disclose complete legal status at time of acceptance of nomination and sharing of qualifications.
 - o If you are required to register as a violent or sexual offender, you are disqualified from the position of coordinator, but may be able to still be a member of the Workgroup.
- Has internet access.
- Good communication skills.
- Ability to delegate, organize and give direction as well as encouragement.
- Willingness to give the time and resources necessary to do the job.

MONTANA REGION SERVICE COMMITTEE MEETING LIST AND CONTACT COORDINATOR (TWO YEAR TERM)

The purpose of the MRSC Meeting List and Contact Coordinator is to be the point of contact and accountability for the MRSC meeting and contact lists. All activities directed to that end shall be carried out in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous, the MRSC Guidelines, Policy Log, and the PR Handbook.

Functions and Responsibilities:

- Serves as the single point of accountability for all meeting changes and 12-step contact information made to the MRSC lists.
- Opens and maintains lines of communication regarding new meetings and meeting updates between the Areas, Region, and the Regional Helpline.
- Works with the MRSC Content Webservant to ensure meeting lists are kept current on the Montana Regional website.
- Ensures Helpline Coordinator has a current meeting list for distribution.
- Maintains 12-step contact list with MRSC Officers list.
- Contacts all members on a 12-step contact list quarterly to verify continuity.
- Send a written report to the MRSC PR Committee and attend all PR meetings.

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- Maintain a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- Develop and maintain a working knowledge of the MRSC Guidelines and Policy Log.
- Attend MRSC meetings when possible.
- If for any reason you are not able to fulfill your responsibilities, please communicate with the MRSC Chair.

Requirements:

- Two years of clean time.
- Previous service at Group and/or Area level.
- Has internet access and MS Office proficiency.
- Good communication skills.
- Ability to delegate, organize and give direction as well as encouragement.

Shared Technical Member Services Coordinator

Position: Shared Technical Member Services Coordinator (STMSC)

Term: Three Years

Purpose:

The Shared Technical Member Services Coordinator (STMSC) facilitates the Shared Technical Member Workgroup and serves as the point of contact and accountability for the maintenance and continuation of MRSC's online and email presence. This includes technical support, content management, and maintenance of all digital records relating to MRSC and the nonprofit.

The purpose of the website is to inform the public and members that Narcotics Anonymous offers recovery from addiction and provide information about how and where to find it, as well as upcoming events, meeting lists, and other information. All activities shall be carried out in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous, the MRSC Guidelines, Policy Log, and the PR Handbook.

STMSC Coordinator Responsibilities:

- Facilitate and oversees STMSC Workgroup meetings and tasks. If no workgroup exists or no members possess the necessary skills to complete the tasks, the Coordinator performs the tasks directly.
- Maintain current technical documentation for all services used, including but not limited to, system access, permissions, and related technical information.
- Ensure NA Montana website hosting, domain name protection, and fee payment happen.

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- Manage administrative privileges for the MRSC Google Workspace. Ensure workgroup tasks are completed in a timely manner.
- Provide regular written reports to the MRSC.
- Maintain a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- Develop and maintain a working knowledge of the MRSC Guidelines and Policy Log. Attend MRSC meetings when possible.
- Communicate with the Regional Chair if unable to fulfill responsibilities.

Requirements:

- Minimum two years clean time.
- Previous service at Group and/or Area level.
- Internet access.
- Proficiency in relevant technical platforms.
- Good communication and organizational skills, including ability to delegate and support

Shared Technical Member Services Workgroup

The Workgroup carries out the technical services of MRSC under the direction of the STMSC.

Functions and Responsibilities:

- Maintain and service MRSC's online technical infrastructure and NA Montana's email listserve.
- Develop and maintain website software and design for public and member use.
- Manage content updates, including meetings, event calendars, document archives, and general information pages.
- Responds to requests for posting information in a timely and effective manner, generally within 24–72 hours unless circumstances require a quicker response, and follows up to confirm completion or provide an update.
- Preserve and archive NA Montana files and records as submitted.
- Work with MRSC Meetings and Contact Lists Coordinator to maintain accurate meeting and contact information.
- Support training and collaboration among members of the workgroup.

MRSC Inventory Survey

The purpose of the MRSC Inventory Survey is to gather information from Areas, Groups, Trusted Servants, and members on the performance of the MRSC and determine Areas of improvement or success. The survey will be conducted

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anonymously in the spirit of complete honesty and sent to members through MRSC email communications. The survey will also be sent out annually, typically in the first quarter, so that results can be compiled and presented at the following MRSC meeting. The responsibility of the survey will be shared by the MRSC Public Relations Chairperson and MRSC Public Information Coordinator.

MRSC Online Meetings

The purpose of MRSC hosting online Regional Meetings is to provide members and Trusted Servants the ability to meet when conditions prevent them from doing so, including, but not limited to, weather, global pandemic, unsafe environment, conflicting events, etc. In such cases, an online Regional meeting will be sufficient and necessary for the protection of MRSC members and Trusted Servants.

PROTOCOLS:

- Recording is permitted for secretarial purposes if all members attending are in agreeance.
- Recordings must be deleted as soon as secretarial purposes are completed in order to protect the anonymity of MRSC attendees.
- Attendees must always respect queues and utilize online meeting functions such as hand raising and microphone muting necessary in order to ensure all attendees are heard and the meetings progress smoothly.
- The MRSC Chairperson will facilitate online meetings and the MRSC Vice-Chairperson will assist facilitation by monitoring online meeting functions such as order of hand-raising, microphone muting, etc.
- The MRSC Chairperson will delegate facilitation assistance if the MRSC Vice-Chairperson is unable to attend the MRSC meeting.
- During hybrid meetings where online and face-to-face presence exists, it is important for the facilitator to ensure that online participants are included and heard.
- Online meetings will be held on whichever software the MRSC currently utilizes.

MRSC Spring Assembly

DATE AND PURPOSE

- The MRSC Spring Assembly will be held during non-World Service Conference cycle years in late spring. The event is typically spread over two days with the spring MRSC Regional Meeting as the conclusion of the assembly. The host Area is responsible for creation of the assembly agenda in collaboration with the MRSC.
- The purpose of the MRSC Spring Assembly is the gathering of NA members to execute service-orientated workshops and activities including, but not limited to, fellowship development, an introduction to

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Regional service, fellowship development, open forum for Area and Group discussions, etc. The MRSC may also provide other activities such as Helpline training, introduction to H&I and PI, Working the Steps with inmates, etc.

- During World Service Conference cycle years, the Spring Assembly will be replaced with a Conference Agenda Report (CAR) workshop in Helena to gather the conscience of the MRSC for one day and conclude with the spring MRSC Regional Meeting the following day.

Assembly Rotation:

Spring assemblies will rotate numerically through the region beginning with Helena in 2026. In order to host, an area must be at the assembly and Q1 regional meeting the year prior to hosting and confirm or decline no later than the Q2 meeting.

Rotation order

- 2026- Area 2 (Helena Area)
- 2027- Area 3 (Western Montana Area)
- 2028 - Area 4 (Lower Yellowstone Area)
- 2029- Area 5 (Northwest Montana Area)
- 2030- Area 6 (Eastern Montana Area)
- 2031- Area 7 (Greater Yellowstone Area)
- 2032- Area 1 (Big Sky Area)

Host Area:

- At the request of the hosting area, a seed of \$600 is available but the hosting area is not required to rely on Region's funds. Any proceeds received at the event is to be returned to the MRSC up to the seed amount. Any proceeds above the seed amount is kept by the hosting area.
- Technology is required for hybrid capability.

Fellowship Development

The purpose of MRSC Fellowship Development (FD) is to extend the hand of an established NA community to areas, groups, and individuals within the Montana Region.

Reasons for FD may include but are not limited to:

- Newly formed group without an area to serve them
- Areas wanting support with their services

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- Areas looking for guidance with best practices for service delivery to their groups

FD may take many forms examples include:

- Organized events
- Distribution of materials by mail or digital platforms
- Any other method that supports connection and communication with areas, groups, and individuals.

Any participant within the MRSC may initiate or support FD efforts. Individuals are encouraged to collaborate with MRSC workgroups to ensure that FD services are well-coordinated, effective, and aligned with the needs of those we serve.

Events

The MRSC Guidelines do not prescribe an exhaustive list of FD activities but provide the following principles for planning and hosting FD events:

- FD should aim to raise awareness of Narcotics Anonymous and its availability in the Montana Region, especially among those who may be unaware or disconnected from the service structure.
- A dedicated FD workgroup is not required; existing workgroups are encouraged to collaborate, organize, and facilitate FD services.
- If FD activities involve financial transactions, these must be coordinated with and overseen by the MRSC Treasurer in accordance with approved budgeting procedures.
- Each FD activity must be individually reviewed and approved. The MRSC Treasurer may authorize activities that fall within the approved FD budget and for which funds are available. This request should include a detailed proposal outlining the budget, timing, purpose, and rationale for the activity. If the FD budget has been exhausted, a request for a budget exception may be submitted to the MRSC.

Regional Events

MONTANA REGION OF NARCOTICS ANONYMOUS EVENT GUIDELINES

ARTICLE I NAME

MRSC GUIDELINES

- The two Events currently held by the MRSC are the Montana Gathering of the Fellowship or The Gathering, for short, and the Montana Regional Convention of Narcotics Anonymous or MTRCNA, for short.

DATES

- The Gathering typically takes place in June.
- MTRCNA typically takes place late September or Early October.

ARTICLE II

PURPOSE

- The Convention and the Gathering are celebrations of NA recovery and unity.

HISTORY

- The Gathering is our oldest event starting in 1989 and preceded any kind of service structure in the Montana Region. The mission of the Montana Gathering has traditionally been to hold a family friendly, affordable event that has included camping and a hotel option.
- The MTRCNA was born out of the need for an urban convention more accessible to all addicts in the Montana Region of Narcotics Anonymous. It started in 2011 as a two-day convention focusing on rural recovery and fellowship development. The Montana Regional Service Committee asks the Convention Committee to consider this when making programming decisions. It was decided the Convention would be held in the Montana Region of Narcotics Anonymous, east of the Continental Divide.

STEWARDSHIP

- While ownership of the Events ultimately belongs to the Fellowship as a whole through the MRSC, we ask the Gathering and MTRCNA Committees to promote and preserve the integrity and purpose of the Events. As stewards of the Events, the annual Gathering and MTRCNA Committee Officers and members are entrusted with its careful management and care. Stewardship involves an understanding of the significance of the Events within the context of our service system, the current fiscal reality and resources available to the Events, and a vision of the potential growth and future of the Events grounded in spiritual principles. Those choosing to serve in this capacity should take their guidance from the 12 Traditions and 12 Concepts of Narcotics Anonymous. Membership in an Event Committee is open to all NA members.

ARTICLE III

EVENT BID GUIDELINES

- The purpose of the Event bid guidelines is to provide an outline for future committees interested in hosting Montana Regional Events.

Event Committee and MRSC Role

- The role of the Event Committee is to plan and hold an upcoming Montana

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Regional Event, while protecting the integrity and quality of the Event by following the 12 Traditions and 12 Concepts of Narcotics Anonymous. It is important that the Event Committee maintains and improves the process as well as the financial integrity of Montana Regional Events by working with the MRSC. MRSC entrusts the Event Committee with an approved seed fund and provides guidance through helping to resolve issues that arise during the Event year while promoting the atmosphere of recovery.

Bid Requirements

- Two Narcotics Anonymous members recommended for the Event Chairperson and Treasurer positions that meet all requirements listed in the Events Guidelines section of the MRSC Guidelines document. It is also preferred that their representative Area has the human resources to work the Event. It is **NOT** required that Chairperson and Treasurer be from the same geographical area.
- Gathering: Camping and RV spots nearby or at the venue.
- MTRCNA: At least one venue that is capable of handling 200 plus members during the Event.
- Date and venue proposal for the Event, keeping in consideration the date and geographical location of other regional Events.
- Event theme idea is preferred, but not required.
- Present and discuss bid with MRSC members during the MRSC meeting 24 months prior to the Event. This will allow approval hopefully 18 months prior to the bidding Event.
- If there is more than one committee presenting, the MRSC body will present the options to the Montana Regional fellowship for discussion.

ARTICLE IV

POSITIONS

- Officers
 - o Chairperson
 - o Secretary
 - o Treasurer
 - o Arts and Graphics
 - o Entertainment
 - o Hospitality
 - o Merchandise
 - o Operations
 - o Programming
 - o Registration

ARTICLE V

ELECTIONS AND NOMINATIONS OF WORKGROUP MEMBERS

- An election to fill a vacancy in any position will occur at the following Event Committee meeting. It is the responsibility of the Event Chairperson to notify the

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MRSC of the vacancy so it can be open to the Fellowship. If the vacancy is Event Chair or Treasurer, the MRSC Chair will be notified and inform the Regional Committee who will appoint a replacement and affirm this appointment, or not, via email vote so there is no interruption in the work of the Event Committee.

- Nominations can be made by any NA member.

ARTICLE VI

REMOVAL OF MEMBERS

- An Event Officer will be automatically removed from their position for non-compliance, which includes:
 - o Loss of clean time.
 - o Non-fulfillment of duties.
 - o Misappropriation of Event funds.
 - o Absence of two consecutive Event Committee meetings without prior notification given to the Event Committee Chairperson.
- Any Event Committee Member can resign from their position by providing written or verbal notice to the Event Committee Chairperson at the Committee meeting prior to their resignation.
- In the event that the Event Chairperson resigns or is removed from the position for whatever reason, it is the duty of the Event Treasurer to step into the Event Chair position without needing approval from the MRSC. However, the MRSC must be notified of this case.
- In the event that the Event Treasurer resigns or is removed, the MRSC Chair will be notified and inform the Regional Committee, who will appoint a replacement and affirm this appointment, or not, via email vote so there is no interruption in the work of the Event Committee.

ARTICLE VII

POSITION DESCRIPTIONS

Chairperson

Qualifications:

- Minimum three years of clean time.
- Minimum two years of experience in NA service.
- Have prior experience as Event Officer or Workgroup Chairperson.
- Maintain a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- Develop and maintain a working knowledge of the MRSC Guidelines and Policy Log.
- Experience and working knowledge of Workgroup functions and Guidelines.
- ***Election must be confirmed and approved by the MRSC.***

Duties:

- Be an active member of the MRSC and attend all Regional meetings, while providing reports on progress of the Event and all other pertinent information.
- Oversees all contracts and purchases, while monitoring fund flow and overall Event costs.
- Acts as, or appoints, liaison to facilities.

MRSC GUIDELINES

- Makes purchases, if necessary, while having access to the Event bank account via checkbook, with the treasurer having the debit card.
- Ensures Treasurer receives receipt and check number for all purchases.
- Sets agenda and all material to be discussed at Event Committee meetings, in coordination with Event Secretary.
- Ensures election of Officers and other positions at first Event Committee meeting.
- Provides support and guidance for organizing Workgroups, if needed.
- Helps create timeline for all Workgroup responsibilities and tasks, with input from elected Officers.
- Allows adequate time to be allocated for consensus prior to making decisions that will affect the Event Committee as a whole.
- Upholds the Event Committee Guidelines.
- Have copies of the Event Committee Guidelines available for all Committee members and aids members in understanding their duties.
- Assumes responsibility from previous Event Chairperson for recurring Event items, such as banners, auction items, leftover registration items, etc.

Secretary

Qualifications:

- Minimum 18 months of clean time.
- Minimum one year of experience in NA service.
- Maintain a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- Develop and maintain a working knowledge of the MRSC Guidelines and Policy Log.

Duties:

- Keeps accurate minutes of each Event Committee meeting.
- Maintains current contact information of all Event Committee members.
- Assists Event Chairperson in creating agenda for Event Committee meetings.
- Works with Registration and Treasurer to ensure the mailing list is kept current and new members are added.
- Aids Registration Workgroup in preparing mailing list for flyers.

Treasurer

Qualifications:

- Minimum four years of clean time.
- Minimum three years of experience in NA service.
- Personal financial responsibility is of utmost importance.
- Have prior experience as a Treasurer for an NA service body.
- Experience with, or willingness to learn, QuickBooks program.
- Maintain a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- Develop and maintain a working knowledge of the MRSC Guidelines and Policy Log.
- ***Election must be confirmed and approved by the MRSC.***

MRSC GUIDELINES

Duties:

- Prepares budget to present to committee for further discussion, editing, and approval.
- Responsible for keeping accurate records in QuickBooks of all event income and expenses.
- Advises the Event Committee on cash supply, income flow, and rate of expenditures.
- Aids Event Chair and Event Officers in making purchases.
- Provides Event Committee with financial reports at Event Committee meetings.
- Provides MRSC Treasurer and Event Chair with detailed class report monthly as well as Statement of Activity Detail year to date.
- Ensures receipts are secured and provided to the MRSC Treasurer either monthly or at the completion of the event.
- Supplies Event Chairperson with detailed report, which will be presented to the MRSC during Regional meetings.
- Keeps thorough details of all transactions during the Event, properly recording all origins of revenue and expenses.
- Makes timely deposits before, during (if possible), and after the Event, while making sure that all money is accurately counted with the verification of another trusted servant, preferably an Event Officer.
- Works closely with the Registration Workgroup prior to and during the Event, maintaining precise communication, organization, and accurate documentation of funds.
- Verifies auctions and raffles are staffed properly during the Convention, so that income generated can be tracked and counted.
- Manages post office box or ensures proper management of the post office box, prior to the Event, confirming income received from registration forms and passing such forms onto Registration Officer.
 - o In the event someone other than the Event Treasurer is managing the post office box, the Treasurer will work closely with designated individual to ensure a picture is taken of all registrations, checks, and deposit slips to be sent to the Treasurer and Registration Officer for accurate reporting.

Arts and Graphics Workgroup Coordinator

Qualifications:

- Suggested minimum two years of clean time.
- Suggested prior experience in NA service.
- Working knowledge of 12 Steps and 12 Traditions, willingness to learn the 12 Concepts.
- Suggested prior experience with professional graphic design software.

Duties:

- Oversees creation of graphic related to the theme for the Event.
- Ensures any rights and privileges of ownership from submitted artwork entries are released to the Event Committee for use during the Event.
- Designs flyers, registration forms, Event banner, signs and displays to be used during the Event.

MRSC GUIDELINES

- Provides graphic in digital format, ready for any printing requirements.
- Works closely with Registration and Merchandise Workgroup to provide graphic for any registration or merchandise items.

Entertainment Workgroup Coordinator

Qualifications:

- Suggested minimum two years of clean time.
- Suggested prior experience in NA service.
- Working knowledge of 12 Steps and 12 Traditions, willingness to learn the 12 Concepts.

Duties:

- Carries out all entertainment events prior to and during the Event.
- Provides list of any and all expenses to Event Committee for entertainment events, including, but not limited to, decorations, rent, prizes, entry costs, refreshments, etc.
- Confirms all entertainment events adhere to the 12 Traditions and 12 Concepts.
- Prepares schedule of entertainment events with approval from Event Committee and distributes to fellowship in a timely manner.
- Selects a band, disc jockey or other entertainment, if necessary, for Event, to be affirmed by Event Committee.
- Ensures contracts for ALL services are given to the Event Chairperson for approval and signature.
- Prepares backup alternative for entertainment in the case of unforeseen circumstances that prevent the original idea from proceeding.

Hospitality Workgroup Coordinator

Qualifications:

- Suggested minimum one year of clean time.
- Suggested prior experience in NA service.
- Working knowledge of 12 Steps and 12 Traditions, willingness to learn the 12 Concepts.

Duties:

- Contacts other Areas in the Montana Region to request volunteers for the hospitality room during the Convention.
- Verifies with Operations Chairperson or hotel liaison about room setup and if various decorations are allowed.
- Provides Event Committee with a budget and gathers all necessary food and supplies needed for the hospitality room.
- Delegates responsibility to volunteers during the Event and remains the single point of accountability for security of the hospitality room.

Merchandise Workgroup Coordinator

Qualifications:

- Suggested minimum two years of clean time.
- Suggested prior experience in NA service.

MRSC GUIDELINES

- Working knowledge of 12 Steps and 12 Traditions, willingness to learn the 12 Concepts.

Duties:

- Works closely with Event Chairperson and Treasurer to order all merchandise including fundraising and pre-registration merchandise.
- Presents strictly written proposals for Event merchandise vendors to the Event Committee for discussion and ultimate decision.
- Ensures merchandise tables are staffed by qualified and trained Trusted Servants.
- Inventories merchandise before and after the event including sizes, where applicable.
- Is the single point of accountability for merchandise sales and tracking at the event.

Operations Workgroup Coordinator

Qualifications:

- Suggested minimum two years of clean time.
- Suggested prior experience in NA service.
- Working knowledge of 12 Steps and 12 Traditions, willingness to learn the 12 Concepts.

Duties:

- Supports Event Chairperson as a liaison to the facility.
- Secures menu and pricing from the facility for the Saturday night banquet during the Event.
- Selects appropriate meal for the Saturday night banquet and presents them to the Event Committee for approval.
- Communicates with facility staff about sign placement, meeting set up, and any other general requirements.
- Works with the facility staff during the Event to regulate coffee and water stations outside of the hospitality room.
- Manages signs and displays for crowd control and notification during the Event.
- Sets up auction items with assistance from the Event Chairperson or Event Treasurer.
- Aids the Hospitality Chairperson before and during the Event.
- Assists Programming Chairperson in transportation of speakers during the Event, if necessary.

Programming Workgroup Coordinator

Qualifications:

- Suggested minimum three years of clean time.
- Suggested two years of prior experience in NA service.
- Working knowledge of 12 Steps and 12 Traditions, willingness to learn the 12 Concepts.

MRSC GUIDELINES

Duties:

- Plans all workshops, speaker meetings, and other meetings such as, campfire, hot tub, and marathon meetings at the Event, keeping within the theme of the Event and the spiritual principles of Narcotics Anonymous.
- Informs the NA community of the opportunity to submit speaker tapes/names as well as the deadlines to be considered for the upcoming Event.
- Ensures opportunity for addicts throughout the Montana Region to participate in selecting speakers through email communication and/or Facebook communication of what the selection process will be.
- Creates Event itinerary and submits to Event Committee for approval.
- Communicates with the Arts and Graphics Workgroup for the design and printing of the Event program.
- Remains aware of the nature of all groups when generating a topic list for workshops. (Young peoples', LGBTQ, service-based, etc.)
- Works with the Event Committee to decide upon compensation for main speakers of the Event; generally, airfare, lodging, registration, and banquet are included.
- Secures a media recording vendor, if approved by the Event Committee, keeping with the 12 Traditions of NA and including cost in program budget.
- Assumes responsibility for contacting main speakers and workshop panelists, arranging necessary travel provisions, and keeping regular contact up until the Event.
- Maintains a list of back up speakers in case of emergency.
- Ensures leaders of the main speaker meetings and workshops are selected.
- Considers overlap from previous years' workshop panelists and speakers to broaden diversity and prevent repeats, if possible.
- Verifies that any speakers have the necessary transportation to and from the Event facility. Operations Chairperson can provide assistance, if necessary.
- Maintains and manages the marathon meetings during the Event.
- Arranges a schedule of volunteers to open marathon meetings.

Registration Workgroup Coordinator

Qualifications:

- Suggested minimum two years of clean time.
- Suggested prior experience in NA service.
- Working knowledge of 12 Steps and 12 Traditions, willingness to learn the 12 Concepts.

Duties:

- Assumes responsibility for accurately recording all information that is listed on incoming registration forms.
- Prepares and distributes a complete registration package, including name tags, and obtains two or three bids, with approval by the Event Committee, for any items the Event Committee would like to provide to registrants.
- Establishes clear deadlines for registration packages with approval from the Event Committee.

MRSC GUIDELINES

- Maintains weekly contact with Event Treasurer and, if necessary, daily contact one month prior to the Event.
- Utilizes spreadsheet or other software to retain registration information and deliver effortless reporting to the Event Committee.
- Provides a report to the Event Committee of current registrations at each Committee meeting.
- Oversees operation of registration table during the Event and ensures security, proper opening, and closing during the times decided.
- Ensures mailing of registration forms to previous attendees and NA Areas listed on the regional mailing list.
- Verifies packages and merchandise for attendees who have pre-registered, are sorted and packed before the opening of the Event.
- Arranges at least two additional Registration Workgroup members to staff registration table during the Event, in order to prevent burnout or mismanagement of duties.
- Coordinates accurate and effective training, prior to the Event, for other Workgroup members working the registration table.

ARTICLE VIII

MEETINGS

- Regular meetings should be held at least once a month. The Committee can approve meetings as often as needed.
- Special meetings may be called upon written request of any Event Committee member, either mailed or emailed to the Event Chairperson. The purpose of the meeting shall be stated, and no other business shall be conducted. The Event Chairperson must call such a meeting within two weeks of receiving written notice and must give, at least, one-week notice to all Committee members.
- A quorum must be present before any business can be conducted. Fifty percent (50%) plus one of the Event Committee shall constitute a quorum. Two of the members' present must be Officers.
- The first Event planning meeting will be held as soon as possible after the MRSC approves the Event Chairperson and Treasurer. At this meeting, copies of the Event Guidelines will be presented to any and all NA members in attendance. Each position and qualifications/duties will be read and reviewed so any member being nominated can voice their concerns with fulfilling such duties.
- A post-Event meeting will be held within one week after the Event, if not on the final day of the Event. The purpose will be to review and discuss incidents or accomplishments.

ARTICLE IX

DECISION MAKING

- In keeping with the principles of the 12 Concepts, all Event business will be decided by consensus-based decision-making.
- The basic model we will utilize functions as follows:
 - o Collaboratively and/or individually generating a proposal.
 - o Identify concerns and attempt to resolve them.

MRSC GUIDELINES

- o Discuss an outcome necessary for the proposal that will achieve as much agreement (consensus) as possible:
 - Modify the current proposal
 - Create an alternate proposal
 - Drop the proposal completely
- o Although it is the Event Committee's intention to achieve complete consensus, we recognize this may not be practical in all cases. In the rare event that 100% consensus cannot be attained, the following protocol will take place:
 - Unanimity minus one vote.
 - Unanimity of at least 80% of the Event Committee.
 - In both of the above instances, the Event Committee will note concerns of the dissenting party or parties.
- o For more guidance, the Event Committee will refer to the Consensus-Based Decision-Making document put out by NAWs.

ARTICLE X

FINANCIAL MANAGEMENT

- All money accumulated from fundraising, registrations, ticket sales, sales of merchandise, and any other source shall be maintained in a bank account general fund, subject to disbursement by the Event Treasurer for paying obligations.
- The Event Committee shall budget expenses, when appropriate.
- After each Event, a prudent reserve of \$3,500 for MTRCNA and \$4,500 for the Gathering will be kept to finance the following year's Event. Any money over the prudent reserve will be moved to the MRSC main account.
- If the Event loses money, the MRSC will consider replenishing seed money, as needed.
- The Event Treasurer will coordinate with the MRSC Treasurer and Shared Technical Member Services Coordinator to make use of the Regional payment processing account for online registrations and on-site debit/credit card purchases.
- When fundraising, the Event Committee should be careful and conscientious of other fundraising efforts being conducted by the Montana Region, in order to prevent any conflicts.
- All money received at the Event shall be deposited daily, if possible, either by person or by night deposit. Two Officers (or designated other Trusted Servant) must be present when money is counted.

ARTICLE XI

EVENT FUNDRAISING

- Should the committee want to do fundraising activities prior to or at the event, the MRSC suggests reading Bulletin 21 prior to planning any activities.

ARTICLE XII

WORKGROUPS

MRSC GUIDELINES

- All Workgroups of the Event Committee shall work collaboratively and communicate with each other often, especially in Areas where there is a possibility of duplication of efforts.
- The Event Committee may combine Workgroups, if needed.
- The Event Officers shall have the authority to appoint a Workgroup for such purpose as may, from time to time, be deemed necessary to fulfill specific function. The Officers shall specifically designate the purpose, membership, and duration of existence of any such a Workgroup at the time of appointment.

ARTICLE XII

AMENDMENTS TO THE GUIDELINES

These Guidelines are to be reviewed biennially by the MRSC Guidelines Resource position ensuring input from all interested individuals and making changes as needed.

Amendments to the Guidelines

The MRSC Guidelines are to be reviewed biennially by the MRSC Guidelines Resource Position for correction and updates as necessary for MRSC growth. It is also important that the Trusted Servants of the MRSC work together with the Guidelines Resource Position to ensure position descriptions are current and any changes needed are brought forward. Trusted Servants are to contact the Guidelines Resource Position privately with any modifications and the Guidelines Resource Position will bring necessary amendments to the Guidelines to the next MRSC meeting as proposals.

Glossary

ASC – Area Service Committee
CBDM – Consensus Based Decision Making
FIPT – Fellowship Intellectual Property Trust
GSR – Group Service Representative
H&I – Hospitals and Institutions
IDT – Issue Discussion Topic
MRSC – Montana Region Service Committee
MRSB – Montana Region Service Body
MTRCNA – Montana Regional Convention of Narcotics Anonymous
NA – Narcotics Anonymous
NAWS – Narcotics Anonymous World Services
PI – Public Information
PR – Public Relations
RCM – Regional Committee Member
RD – Regional Delegate to WSC
RDA – Regional Delegate Alternate to WSC
RSC – Regional Service Committee
WB – World Board

MRSC GUIDELINES

WSC – World Service Conference

WSO – World Service Office

Addendums

ARTICLES OF INCORPORATION OF MONTANA REGION SERVICE COMMITTEE A Montana Nonprofit Public Benefit Corporation

ARTICLE I

Name:

The name of the Corporation shall be MONTANA REGION SERVICE COMMITTEE

ARTICLE II

Purpose:

This Corporation shall be a public benefit corporation without members.

The general objectives of the Corporation shall be to provide support to the Montana Region Service Committee of Narcotics Anonymous (MRSC).

A specific purpose of the Corporation shall be to monitor fiscal management of events held by the Montana Region.

A specific purpose of the Corporation shall be to provide services for MRSC. Such assistance may include direct and indirect communication with NA members, organizations, agencies, governments, and the public at large as instructed by the MRSC.

A specific purpose of the Corporation shall be to oversee, in a fiduciary capacity, the income received by any of the activities as described above in such a manner that the other purposes outlined or as may be later assigned are satisfactorily accomplished, when such is done within the spirit of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous

Said Corporation is organized exclusively for charitable and educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE III

Period of Duration:

The period of duration of the Corporation shall be perpetual.

ARTICLE IV

Provisions for Corporation:

The title to and ownership of all the corporate property and of all money or property given or distributed to it shall be vested in the Corporation, and shall be managed by its Board of Directors for the purposes of the Corporation, and no individual shall have any right or interest in the property of this Corporation. No part of the net earnings of this Corporation shall inure to the benefit of any Trustee or individual.

ARTICLE V

Distribution Upon Dissolution:

Upon the dissolution of the organization, assets shall be distributed to one or more exempt organizations within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Any such assets not disposed of shall be disposed of by the District Court of the county in which the principal office of the Corporation is then located, exclusively for the purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for purposes exempt under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE VI

Registered Agent and Registered Office:

The name of the initial and current registered agent of the Corporation in Montana is Prudence Gildroy and the address of the initial registered office of the Corporation is Prudence Gildroy, 7 W 6th Ave 4th Floor, PO Box 36, Helena, Montana 59624.

ARTICLE VII

Incorporator and Agent for Service of Process:

Prudence Gildroy
7 W 6th Ave 4th Floor
PO Box 36
Helena, Montana 59624

MRSC GUIDELINES

MRSC BYLAWS

ARTICLE I

Name

The name of this corporation shall be Montana Region Service Committee also referred to as MRSC.

MRSC and MRSB Statement

“We are not affiliated with any other organizations, we have no initiation fees or dues, no pledges to sign, no promises to make to anyone.”

What is the Narcotics Anonymous Program?

We are not a membership non-profit, with no membership tracking or dues. For legal purposes, we refer to our body of participants as the Montana Region Service Body (MRSB). The composition of this body/entity is the Montana Region Service Committee (MRSC). The difference is solely in the language of our documents and has no effect on our work or levels of participation. In this guidelines document, use MRSB interchangeably with MRSC.

ARTICLE II

Purpose

The general objectives of the Corporation shall be to provide support to the Montana Region Service Body of Narcotics Anonymous (MRSB).

A specific purpose of the Corporation shall be to monitor fiscal management of events held by the Montana Region.

A specific purpose of the Corporation shall be to provide services for MRSB. Such assistance may include direct and indirect communication with NA members, organizations, agencies, governments, and the public at large as instructed by the MRSC.

A specific purpose of the Corporation shall be to oversee, in a fiduciary capacity, the income received by any of the activities as described above in such a manner that the other purposes outlined or as may be later assigned are satisfactorily accomplished, when such is done within the spirit of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous.

ARTICLE III

Mission

The mission of the MRSC is to support the Areas and Groups in the Montana Region of Narcotics Anonymous in fulfilling their primary purpose by linking together the Area Service Committees (ASCs) and Groups within the Region; supporting ASCs and Groups with basic needs and communication; and by encouraging growth of the fellowship.

MRSC GUIDELINES

“Each Group has but one primary purpose—to carry the message to the addict who still suffers.”

Narcotics Anonymous 5th

Tradition

ARTICLE IV

Headquarters and Branches

The principal office and headquarters of MRSC shall be in Helena, MT. The corporation may have such branches within the state of MT as the Board of Directors (hereinafter Directors, Board of Directors, or Board) may determine or as the affairs of MRSC may require from time to time.

ARTICLE V

Directors

POWERS

The concerns, direction and management of the corporate affairs of MRSC shall be vested in the Directors, who shall pursue such policies and principles needed to fulfill its mission and shall be in accordance with the provisions of the Articles of Incorporation, these Bylaws, the statutes of the State of Montana, and federal laws governing 501(c)(3) nonprofit corporations. All meetings of the BOD are the regional meetings. We state this the way we do for the protection of the fellowship in regard to the “corporation” part of our work.

ELECTIONS

The Board of Directors (BOD) shall consist of no less than 3 and no more than 5 members.

The BOD of the Montana Region Service Committee (MRSC) shall be nominated and elected by Montana Regional Service Body (MRSB).

TERMS

Each Director shall serve for an initial two-year term unless filling a vacancy. A Director may be elected to serve an additional, consecutive two-year term as per the MRSC guidelines.

Directors appointed to fill the unexpired term of another Director will not have the duration of that unexpired term counted toward her/his term limit.

VACANCIES

Vacancies which occur for any reason other than the expiration of the term of office and deemed necessary to be filled before the next election shall be filled by nomination of the Board Chair to be approved by the MRSB at the next regularly scheduled meeting.

RESIGNATION

Any Officer may resign at any time by giving written notice of his or her resignation to the Board of Directors.

MRSC GUIDELINES

REMOVAL

Directors must remain in good standing with the MRSB as defined by the guidelines. Failure of a Director to do so is grounds for removal from the Board.

REGULAR MEETINGS

Regular meetings of the BOD shall be held at such times and at such places as shall be fixed by the MRSB provided that the Board of Directors shall meet at least four times per year either in person or through video conference.

ANNUAL MEETING

The Annual Meeting will be the first meeting of each calendar (fiscal) year.

SPECIAL MEETINGS

Any Director may call special meetings of the Board of Directors. Ten days' notice by email shall be given to each Director of MRSC (MRSB) for any special meeting.

DECISION MAKING

Board Decisions are made by consensus at each meeting.

INFORMAL ACTION

Any action required by law to be taken at a meeting of Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting as long as consent in writing (including electronic communication), setting forth the action so taken, is approved by consensus.

COMPENSATION

Members of the Board of Directors and members of committees shall be classed as volunteers and shall not receive any salaries or fees for their services as a Director, Officer, or member of a committee.

REIMBURSEMENT

At the direction of the MRSB, members of the Board of Directors and members of committees may be reimbursed for appropriate expenses incurred in fulfilling their duties.

CONFLICT OF INTEREST

The Board shall not enter into any contract or transaction with any Director who has a material financial interest in the contract or transaction unless:

- That interest is disclosed or known to the Board of Directors.
- The interested Director does not participate in a vote on the contract or transaction.
- The Directors determine that the proposed contract or transaction provides the best services or goods needed for the best price.
- The Board approves, authorizes, or ratifies the contract or transaction.
- The minutes of all actions taken on such matters shall clearly reflect that these

requirements have been met.

ARTICLE VI

Officers

OFFICERS AND ELECTIONS

The Officers of the Corporation shall be a Chair, Vice Chair, Treasurer, and a Secretary, each of whom shall be a member of and elected by the MRSB.

CHAIR

The Chair shall be the principal executive officer of the Corporation and accountable to the direction of the MRSB and responsible for the business affairs of the Corporation.

The Chair shall, when present, preside at all meetings of the Board of Directors.

The Chair may sign or countersign contracts and other instruments of the Corporation; shall make reports to the Board of Directors and to the MRSB; and shall perform such other duties as are incident to this office or are properly required of him or her.

VICE CHAIR

The Vice Chair is responsible to assist the chairperson in facilitating all meetings of the MRSC (MRSB) and to conduct meetings him/herself in the chairperson's absence.

TREASURER

The Treasurer shall make a report at each board meeting; The Treasurer shall chair the finance committee, assist in the preparation of the budget, ensure preparation and proper filing of Form 990, and make financial information available to board members and the public.

SECRETARY

The principal duties of the Secretary shall be to keep a record of the proceedings of meetings of the Board of Directors; to be custodian of the corporate; to keep a register of the address of each Director; to see that all notices are duly given as required by law and the provisions of these Bylaws; to safely and systematically keep all books, papers, records, and documents belonging to the Corporation or pertaining to the business thereof; and to perform such other duties as the Board of Directors may from time to time direct.

DELEGATION

Whenever an Officer is absent or whenever for any reason the Board of Directors may deem it desirable, the Board of Directors may delegate the powers and duties of an Officer to any other Officer or Officers or to any Director or Directors.

ARTICLE VII

Committees

The MRSC BOD may establish Workgroups as needed.

ARTICLE VIII

Indemnification of Officers and Directors

MRSC shall indemnify and hold harmless each Officer and Director of the corporation who serves or has served against all expenses and liabilities, from any and all claims, whether asserted or unasserted, known or unknown, foreseen or unforeseen arising out of any and all actions, claims, causes of action, demands, or arising out of his or her service in such capacity; provided that no indemnification shall be provided for any person with respect to any matter as to in which it was finally adjudicated that the person did not act in good faith in the reasonable belief that such action was in the best interests of the Society; and further provided that any compromise or settlement payment of any claim or action shall be approved by a two-thirds vote of all Directors who are not at that time parties to the proceeding.

The indemnification provided hereunder shall inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article shall be in addition to and not exclusive of any other rights to which any person may be entitled.

ARTICLE IX

Dissolution

MRSC may be voluntarily dissolved upon approval by all of the Board of Directors present at a special meeting with ten days' advance notice.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or corresponding section of any federal tax code, or shall be distributed to the federal government or to a state or local government, for a public purpose. Any assets not disposed of shall be disposed of by the District Court of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE X

Amendment of Bylaws

The Articles of the Corporation and these Bylaws may be amended, repealed, or restated by consensus of all of the Members of the Board of Directors. No such action may be approved by the Board of Directors unless it was proposed in the form of a proposal at a prior meeting of the Board of Directors and with the approval of the MRSB.

MRSC GUIDELINES

MRSC DEBIT CARD FORM

Objectives

- To allow MRSC trusted servants access to efficient and alternative means of payment for approved expenses
- To ensure transparent and complete reporting related to debit card purchases

Policies

- MRSC debit cards will be issued to committee treasurers and other trusted servants only upon approval of the Montana Regional Service Committee
- Debit cards will be used only for business purposes. Personal purchases of any type are not allowed
- The following purchases are not allowed:
 - o Items or services on term contracts
 - o Maintenance agreements
 - o Personal items or loans
 - o Rentals (i.e. autos or transportation, all other venue or item rentals must be approved by responsible committee)
 - o Personal meals
 - o Any items deemed inconsistent with the values of the MRSC
- Cash advances on debit cards are not allowed
- Cardholders will be required to sign an agreement indicating their acceptance of these terms. Individuals who do not adhere to these policies and procedures will risk revocation of their debit card privileges

Procedures

- Detailed receipts must be retained and given to the MRSC Treasurer on a regular basis or at the end of an event
- All purchases must be approved by either the committee to which the treasurer is responsible, or the MRSC.

Signature

Date

MRSC GUIDELINES

MRSC TRAVEL REIMBURSEMENT REQUEST FORMS

| MRSC Travel Reimbursement Request Form | | | |
|---|--|------------------------|--|
| Name(s): | | Date of Request: | |
| Event/Purpose: | | Date(s) of Event: | |
| Traveling From: | | Traveling To: | |
| Mailing Address for Check: REQUIRED | | | |
| For Treasurer Use Only: | | | |
| Round Trip Mileage: | | Reimbursement Amount: | |
| Reimbursement Date: | | Reimbursement Check #: | |

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