



MRSC POLICY LOG

Revised 03.22.26



Montana Region Service Committee

MRSC POLICY LOG

March 22, 2026

Proposal 1: Amend the Regional Delegate Team travel reimbursement language

Amend the Regional Delegate Team travel reimbursement language to state that, “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).”

Approved. Bring actual language next meeting to make it not limited by dollar amount. Approved \$70 per diem for 2026 for the WSC and for the RMZF-

Proposal 2: Creation of H&I Alternate Coordinator Position

Approve the creation of a Hospitals and Institutions Alternate Coordinator position to support the H&I Coordinator and assist with coordination, communication, continuity of service, and reporting, as outlined in the [linked position description](#).

Discussion - is this regionally elected? Much discussion ensued - **All approved** add to terms list

Proposal 3: Creation of Alternate Literature Stockpile Coordinator Position

Approve the creation of an Alternate Literature Stockpile Coordinator position to support the management and distribution of Narcotics Anonymous literature within the Montana Region, serving a three-year term, as outlined in the [linked position description](#).

Discussion - is this regionally elected? Much discussion ensued - **All approved** add to terms list

December 6, 2025

Proposals from Treasurer

Proposal 1: In addition to our quarter 4 contribution to NAWS, I propose sending an additional \$6,000. Bringing our quarter 4 contribution to 7,716.68. – no

Revised Proposal 1: 1,716.68 x 2. Contribution at 20%? = \$ 3,433.36 - **Approved**

Proposal 2: We increase our prudent reserve by \$2,277.62, bringing our prudent reserve to \$7,000. With the above changes, our ending bank balance would be \$ 11,733.48. - **Approved**

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Proposal 3: We consistently send extra contributions to NAWS above our standard 10%. I propose we set a new standard for 2026 of 15% as a quarterly contribution. - **Approved**

Guidelines Proposals:

Proposal 1: Approved Move the following Knowledge Expectations from “Requirements” to “Responsibilities” in

all affected MRSC positions and resource positions.

- 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.

Intent: Improve clarity and accessibility by identifying these expectations as ongoing responsibilities

rather than prerequisites.

Rationale:

- Promotes accessibility.
- Reflects service reality.
- Centers spiritual principles.
- Creates consistency.
- Supports mentorship and continuity.

Proposal 2: Approved Retain the language Clean Time Requirements and Update by Position

Intent: Maintain clean time as a requirement and revise requirements to match each role's

responsibilities.

Clean Time Table:

Chair: 5 → 4 years

Vice Chair: 3 → 2 years

Treasurer: no change

Secretary: 3 → 2 years

Guidelines: no change

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RD: 3 → 5 years

AD: 3 → 4 years

PI: no change

H&I: 4 → 3 years

Helpline: 4 → 2 years

Meeting & Contact List Coordinator: no change

STMSC: 4 → 2 years

Rationale:

- Aligns requirements with duties.
- Preserves accountability.
- Supports stability and trusted servant success.

Proposal 3: Approved Remove Outdated Positions and Replace with Unified STMSC Role

- Remove:

- Technical Webservant

- Content Webservant

Intent: Streamline and modernize MRSC's PR and technical service structure by consolidating two

outdated roles into one. We discussed meeting list and contact coordinator but agreed that it is a

function of the regional service body.

Rationale:

- Eliminates redundancy.
- Reflects current tech tools.
- Improves accountability.
- Strengthens unity and efficiency.
- Supports modern service models.

Proposal 4: Approved To adopt the position description for the Shared Technical Member Services

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Coordinator (STMSC) and the functions and responsibilities of the Shared Technical Member

Services Workgroup (STMSWG).

- See full descriptions here: SMTSC and SMTSWG

Intent: To establish clear expectations, accountability, and operational structure for the Shared

Technical Member Services Coordinator and the Shared Technical Member Services Workgroup.

Rationale:

Clarifying roles and responsibilities supports consistent service delivery, strengthens communication,

and ensures that technical and web-based services for the Montana Region are managed reliably

and in alignment with the MRSC Guidelines, Twelve Traditions, and Twelve Concepts.

Proposal 5: Approved Approve the updated Meeting List and Contact Coordinator position description as outlined in the attached document Meeting list and contact.docx.

- See description here: Meeting list and Contact Coordinator

Intent: To adopt the revised Meeting List and Contact Coordinator position description so that the MRSC has clear, updated, and accurate guidelines that reflect our current communication practices, workgroup structure, and digital processes.

Rationale: Clarifies the coordinator's responsibilities using current technology, communication

processes, and workgroup structures.

September 13, 2025

Proposal 2: Change the name of MRSC Outreach to Fellowship Development

Rationale: To be consistent with how other regions discuss and provide this service to our fellowship

Approved

Proposal 3: To add to MRSC Treasurer Position Description

- Acts as the registered agent with the Montana Secretary of State
- Ensures timely completion of the organization's annual filing with the Montana

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Secretary of State

- Ensures the organization remains in full compliance with all IRS requirement

Rationale: Ensures consistency and accountability in meeting all nonprofit regulatory requirements

Approved

Proposal 4:

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):

- Per Diem: A flat rate of \$55 per day is provided to cover meals and incidental expenses. Receipts are not required.

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- 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.

Rationale: To ensure that the ability to serve is not restricted by the financial cost of providing service.

Approved

June 7, 2025

Proposal 1: To rotate spring assemblies 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)

Approved

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Proposal 2:

To revise the Outreach Description in the guidelines as follows:

The purpose of MRSC Outreach is to extend the hand of an established NA community to areas, groups, and individuals within the Montana Region.

Reasons for outreach may include but are not limited to:

- Newly formed group without an area to serve them
- Areas wanting support with their services
- Areas looking for guidance with best practices for service delivery to their groups

Outreach 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 Outreach efforts. Individuals are encouraged to collaborate with MRSC workgroups to ensure that Outreach 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 Outreach activities but provide the following principles for planning and hosting Outreach events:

- Outreach 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 Outreach workgroup is not required; existing workgroups are encouraged to collaborate, organize, and facilitate Outreach services.
- If Outreach activities involve financial transactions, these must be coordinated with and overseen by the MRSC Treasurer in accordance with approved budgeting procedures.
- Each Outreach activity must be individually reviewed and approved. The MRSC Treasurer may authorize activities that fall within the approved Outreach budget and for which funds are available. This request should include a detailed proposal outlining the

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budget, timing, purpose, and rationale for the activity. If the Outreach budget has been exhausted, a request for a budget exception may be submitted to the MRSC.

Rationale: To determine whether Outreach should remain in the guidelines, given that the previous Outreach Committee was dissolved and transitioned into a home group.

Approved

Proposal 3: To have the MRSC establish a new budget category titled "Outreach Opportunity" and include it in the 2026 budget.

Process: When Outreach 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 Outreach Opportunity budget, provided that sufficient funds are available.

Rationale: To establish a clear understanding of the financial responsibility process for Outreach activities.

Approved

Proposal 4: Change "suggested" clean time to "required" for all MRSC elected positions.

Rationale: In keeping with the principle of "principles before personalities," clean time requirements must be upheld to ensure we are electing individuals based on spiritual integrity—not popularity.

Approved

Proposal 6:

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.

Rationale: To ensure the language in our guidelines is consistent with best practices for accountability and transparency.

Approved

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Proposal 7: When traveling on behalf of the MRSC, the delegate team is eligible for a per diem of \$55.00 per day to cover meals and incidental expenses.

- The per diem applies to each full day of travel. Partial travel days (e.g., starting after noon or ending before noon) may be eligible for a prorated amount.
- Receipts are not required for expenses covered by the per diem.

Approved

March 23, 2025

Proposal 1: Disband Finance Work Group: I spoke with John C., current MRSC Treasurer, and we agree there is no longer a need for the finance work group as the budgeting process is simplified and seemed to work well and we now have a bookkeeper which takes a chunk of the work that was previously done by the treasurer. **APPROVE**

Proposal 2: Add the following to the guidelines resource position description
Tracks Spring Assembly rotation by noting it in the policy log **APPROVE**

Finance Proposal:

Proposal 1: Add to the guidelines that we send a contribution quarterly based on 10% of working balance. **APPROVE**

- MRSC can choose to increase that contribution in any quarter.”

December 7, 2024

Proposal 1: 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. - APPROVED

Proposal 2: Assembly: Eliminate the rotation schedule stated in our guidelines - APPROVED

Proposal 3: Assembly: In world service conference (WSC) year's the spring assembly is centrally located meaning Helena, Butte or Great Falls. In a non-conference year, a spring assembly can be held by a hosted area to be announced at the current year's assembly. 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.

APPROVED with changes to language

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Discussion: Add something about bidding for hosting Spring Assembly within a timely manner-Q3 meeting when bid would go out – for 2 years later – language will be clearer and available at next regional meeting.

Proposal 4: Disband public relations committee and ensure that all positions formerly under the PR umbrella know to not only send a report to the region but attend regional meetings - APPROVED

June 10, 2024

Proposal 1: Revise Treasurer description function and responsibilities as outlined below:

Functions and Responsibilities: Removed “Preserves and keeps financial records of all MRSC bank accounts through QuickBooks or other software...” changed to:

- Preserves and keeps financial records of all MRSC bank accounts through QuickBooks or other software programs designated by the MRSC. Acts as sole point of accountability with bookkeeping service provider to ensure financial records are up-to date and properly maintained for compliance purposes.

- 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. - APPROVED

Ensure training and awareness filing of annual Form 990 EZ filing with the IRS before May 15th each year. If an extension is needed, ensure that has been filed. This is an absolute necessity every year or we will lose our 501(c)(3) status.

Although not a proposal at this time, I recommend the new treasurer meet with now all terms expired finance work group to review the Finance work group responsibilities as it will be different. Also, all those terms are complete and need to be reelected or new individuals given an opportunity to serve. I suggest a mixture of both! - APPROVED

Proposal 3: Add a Hospitals and Institutions Literature Coordinator under the H&I Coordinator. Rational: Although this position is not elected by region, we need a place for this position to call home as we get to continue to expand our efforts beyond what a single coordinator could do.

Proposal 4: Add a Hospitals and Institutions Montana State Prison (MSP) Clearance Coordinator. Rational: Although this position is not elected by region, we need a place for this position to call home as we get to continue to expand our efforts beyond what a single coordinator could do.

Position Description: HOSPITALS AND INSTITUTIONS MONTANA STATE PRISON (MSP) CLEARANCE

COORDINATOR- 2 year term

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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.
- 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.

Requirements:

- Three years 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.
- A working knowledge of the 12 Steps, 12 Traditions, 12 Concepts, and the willingness to learn the MRSC Guidelines, Policy Log, and PR Handbook. - APPROVED

February 23, 2024

Proposal 1: To add to Finance Work Group responsibilities: The Finance Workgroup 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. – APPROVED

Proposal: Revise the delegate and alternate delegate position descriptions based on a 3 year cycle

December 8, 2023

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- **Proposal 1:** I would advise raising our prudent reserve to half of our expected budgeted expenses for next year, so we have a six-month cushion. Our current budgeted expenses for 2024 are \$9,370.
 - o contributing \$1,616.45 into our account to meet half of these expenses was the proposal as written

JUNE 10, 2023

- **Proposal 1:** Remove all references to RROW within the current set of guidelines. APPROVED

MARCH 26, 2023

- **Proposal 1:** Update all references of “Technical Webservant” to “Shared Member Technical Service Coordinator” to reflect change in position. APPROVED
- **Proposal 2:**
Change: “Ensure training of how to access irs.gov so that the newly elected treasurer can login during the spring quarter (Jan-March) and complete the annual 990-N. This is an absolute necessity every year or we will lose our 501(c)(3) status.”

To: “Ensure training and awareness of annual Form 990 filing with the IRS before May 15th each year. This is an absolute necessity every year or we will lose our 501(c)(3) status.”

This reflects our growth that we cannot file just a Form 990-N anymore. APPROVED

Proposal 3: Update all references of “listserve” to “email communications” to reflect change of platform. APPROVED

DECEMBER 10, 2022

- **Proposal 1:** Change the name from Literature Chairperson to Literature Stockpile Coordinator to better reflect position and duties. APPROVED
- **Proposal 2:** Increase the starter kit allotment from \$80 to \$100 to provide room for literature price increases and to also include the new SPAD book in kits. APPROVED
- **Proposal 3:** The MRSC will utilize a new Zoom account for Region use and meetings to allow the PI Zoom account to be used for Pine Hills meetings held on Saturdays at noon. APPROVED
- **Proposal 4:** The MRSC body provide a minimum of two service trainings per year in person and up to 2 additional trainings per year virtually. Along with the trainings, we propose revising and making current the acronym document and

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creating a one-page flow chart of the MRSC Body and its member areas. This work requires a collaborative effort of the delegate team and RCMs of the areas as well as other interested members which is why we suggest it is a work group of the regional body in its entirety and not that of the PR work group solely. The financial impact will be added to the budget but will be minimal. APPROVED

SEPTEMBER 10, 2022

- No policy additions or changes

JUNE 4, 2022

- **Proposal 1:**
 - Add the following language to the Merchandise Position Description duties under the Event Guidelines in the Regional Guidelines document. "Presents strictly written proposals for Event merchandise vendors to the Event Committee for discussion and ultimate decision." APPROVED
- **Proposal 2:**
 - Remove the responsibility of maintaining all digital records relating to the MRSC and the non-profit from the Secretary Position Description and transfer language to the Technical Webservant Position Description. APPROVED
- **Proposal 3:**
 - Remove the word "Draft" from the MRSC Draft Budgeting title in the Guidelines document. APPROVED
- **Proposal 4:**
 - Add the following language to the MRSC Budgeting section of the Guidelines document. APPROVED
 - PROCESS:
 - The process for creating the MRSC budget will begin immediately following the MRSC Q2 meeting annually.
 - The Finance Workgroup (at the discretion of the current Treasurer) will meet and establish a template of revenue and expenditures for each class and subclass listed above based on prior three-year averages.
 - The Finance Workgroup will then meet 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 Finance Workgroup has discretion to make recommendations that arise from any extraordinary or abnormal items, but ultimate approval remains with the MRSC.
 - 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.
- **Proposal 5:**
 - Add the following section to the Guidelines document. APPROVED WITH EDITS
 - MRSC Outreach
 - PURPOSE

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- The purpose of MRSC Outreach is to serve as the outstretched hand of an established NA community to isolated groups and addicts within the Montana Region.
- MRSC Outreach can be conducted through events, travel to isolated areas by trusted servants, mailings, or other means.
- Any workgroup of the MRSC can direct Outreach services and it is important that the primary workgroup look to other workgroups within the MRSC structure to determine how to best serve the still-suffering, isolated groups and addicts.
- EVENTS
- The MRSC Guidelines does not look to list out all of the ways that Outreach services can be performed but does want to provide suggestions for conducting Outreach events.
- The business of MRSC Outreach services should seek to let addicts who do not have normal access to the NA service structure, know of NA's existence within the Montana Region.
- A separate workgroup does not need to be created in order to host MRSC Outreach services, and the primary workgroup is encouraged to lead the service.
- If money or a budget is involved, such transactions will be overseen and completed by the MRSC Treasurer.
- Each Outreach service will be discussed and approved on an individual basis by the PR Committee, and details such as budget, timing, purpose, and necessity can be brought forward to the MRSC by the primary leading workgroup.

MARCH 20, 2022

- No policy additions or changes

DECEMBER 11, 2021

- **Proposal 1:** Creation of a Regional subcommittee to be called the Shared Technical Member Services Committee for the purpose of more effectively serving the technical and communication needs of the MRSC. APPROVED
- **Proposal 2:** Remove the responsibility of maintaining position tracking log from Secretary and transfer to Guidelines Resource Position. Current definition in Secretary position description "Retain list of all active members holding positions and when term limits will expire, providing list at every meeting for transparency." APPROVED
- **Proposal 3:** Update Secretary position description of "Deliver MRSC meeting minutes to MRSC Trusted Servants via listserve and to Content Webservant for online posting in a timely fashion after each MRSC meeting." to remove "timely fashion" and replace with "within 30 days." New responsibility would read "Deliver MRSC meeting minutes to MRSC Trusted Servants via listserve and to Content Webservant for online posting within 30 days after each MRSC meeting." APPROVED

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- **Proposal 4:** Update PR Chairperson position description of “Produces PR Committee draft budget proposal with MRSC Treasurer according to Guidelines.” to “Supports the Finance Workgroup in preparing draft budget proposal annually according to Guidelines.” APPROVED
- **Proposal 5:** Update Event Guidelines and change all Workgroup Chairperson labels to Workgroup Coordinator for consistency of terms throughout the entire Guidelines document. APPROVED
- **Proposal 6:** Update procedure to transition Treasurer duties to properly reflect new changes. New procedure below: APPROVED WITH EDITS
 - PROCEDURE TO TRANSITION TREASURER DUTIES
 - Confer with 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.
 - The outgoing treasurer will remain on the savings account (ending in 6290) as a backup for the newly elected treasurer.
 - 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.
 - 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.
 - The outgoing Treasurer will also remain on the Finance Workgroup to assist the incoming Treasurer through continuity of service.
 - Work with the Technical Webservant 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 Technical Webservant to transfer treasurer@namontana.org email account over to the newly elected Treasurer for proper communication and online account access.
 - Ensure training of how to access irs.gov so that the newly elected treasurer can login during the spring quarter (Jan-March) and complete the annual 990-N. 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 newly elected Treasurer to make certain proper maintenance of financial records.
 - Once 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:
 - USPS.com – for both PO Box Rentals
 - Tech Soup – Quickbooks subscription
 - Freedom Voice – Helpline
 - EIG Hosting Support – Website Hosting Service

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- DNH Domain – Domain Registration for website
- Zoom – PI and RROW groups
- Transfer all receipts, including ones from previous years from the Events and MRSC itself. 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.
- Give incoming Treasurer all other digital files related to the budget, debit card forms, and Finance Workgroup.
- 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.

AUGUST 28, 2021

- **Proposal 1:** Discuss the following policy for updates or changes and then add the following language to the MRSC guidelines. APPROVED WITH EDITS AND WILL ADAPT TO EVENT GUIDELINES ALSO
 - 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:
 - Collaboratively and/or individually generating a proposal.
 - Identify concerns and attempt to resolve them.
 - 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
 - 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.
 - For more guidance, the MRSC will refer to the Consensus-Based Decision-Making document put out by NAWS.
- **Proposal 2:** Update the name of the Online Meetings Workgroup to Rural Recovery Outreach Workgroup and adjust position description as needed. APPROVED
- **PR Proposal 1:** To create archivist as a regional resource position. Dan will develop position description to present at next meeting. APPROVED

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- **PR Proposal 2:** To add language to the MRSC Email Policies which state something like: Emails may also be assigned to area trusted servants upon the request of the area RCM. Language will be updated by Dan and input into email policy. APPROVED

MAY 23, 2021

- **Proposal 1:** Add the following language to the MRSC Draft Budget Policy in the guidelines. APPROVED
 - Supplemental Budgetary Money Requests:
 - 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 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.
- **Proposal 2:** Add the following language to the MRSC Guidelines Resource position description. APPROVED
 - 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.
- **Proposal 3:** Add the following section to the guidelines regarding the MRSC Inventory Survey. I have created a draft survey on Google Forms that I will introduce and review at this meeting. Add responsibility to PR Chair and PI Coordinator position descriptions. APPROVED
 - 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 anonymously in the spirit of complete honesty and sent to members through the MRSC list serve. 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.
- **Proposal 4:** Add the following section to the guidelines regarding the MRSC Finance Workgroup and begin implementation at this meeting. APPROVED WITH EDITS
 - Finance Workgroup
 - The purpose of the Finance Workgroup is to share responsibility, provide support and training, and maintain compliance of MRSC's fiscal duties. As

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the MRSC has grown, so has the financial responsibility of the Treasurer position. By implementing the Finance Workgroup, the MRSC hopes to minimize the occasionally overwhelming tasks for current and incoming Treasurers alike.

- The MRSC Finance Workgroup will consist of at least three, but not more than five, trusted servants. Typically, this will include the past, current, apprentice MRSC Treasurers, and as indicated, one or two other MRSC trusted servants. Responsibilities shared will include maintaining and updating financial records through QuickBooks or other software program designated by the MRSC, preparing the yearly budget as described by the MRSC, providing reports at MRSC meetings, training for new trusted servants interested in the Treasurer position, and training/supporting the Event Treasurers. The Finance Workgroup will also work together with the Guidelines Resource Position to create and recommend new fiscal policy for presentation at MRSC meetings.
- Requirements to be a part of the Finance Workgroup include the suggested minimum four years clean time, suggested minimum three years' experience in NA service, personal financial responsibility, experience with or willingness to learn QuickBooks or other software program designated by the MRSC, internet access, willingness to give the time and resources necessary to do the job, and a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts, and the MRSC Guidelines and Policy Log.

FEBRUARY 27, 2021

- **Proposal 1:** Replace current Online Recovery Meetings Coordinator position description with updated description below. APPROVED
 - MONTANA REGION SERVICE COMMITTEE ONLINE RECOVERY MEETINGS COORDINATOR
 - (ONE YEAR TERM)
 - The purpose of the Online Recovery Meetings Coordinator is to be the point of contact and accountability to the MRSC for the online outreach recovery 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 Guidelines, Policy Log, and Hospitals and Institutions and Public Information best practices.
 - *Functions and Responsibilities:*
 - Maintain schedule of Recovery Zoom meetings.
 - Send meeting reminders to the MRSC listserv and notices to the MRSC website.
 - Maintain atmosphere of recovery of online meetings.

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- Send a written report to the MRSC PR Committee and attend all PR meetings.
- Attend MRSC meetings when possible.
- If for any reason you are not able to fulfill your responsibilities, please communicate with PR Chair and/or Regional Chair.
- *Requirements:*
- One year clean time.
- Previous service at Group and Area level, especially meeting opener experience.
- Disclose complete legal status at time of acceptance of nomination and sharing of qualifications.
- 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.
- A working knowledge of the 12 steps, 12 Traditions, 12 Concepts, the MRSC Guidelines, Policy Log, and PR Handbook.
- **Proposal 2:** Add the following language to Technical Webservant position description. APPROVED
 - Maintains MRSC Zoom account, or other online video platform that MRSC designates for online meetings.
 - Assists in management of super administrative privileges of the MRSC Google Suites platform in coordination with the PI Coordinator.
- **Proposal 3:** Add Regional Delegate and Alternate Regional Delegate position descriptions to guidelines. APPROVED WITH CHANGES
 - MONTANA REGION SERVICE COMMITTEE REGIONAL DELEGATE
 - (TWO 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

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- (WSC) biannually 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.
- Attends all MRSC meetings.
- *Requirements:*
- Suggested three years 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.
- A working knowledge of the 12 steps, 12 Traditions, 12 Concepts, and the MRSC Guidelines and Policy Log.
- MONTANA REGION SERVICE COMMITTEE ALTERNATE REGIONAL DELEGATE
- (TWO 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) biannually 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.

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- Provide report of WSC and RMZF news at every MRSC meeting.
- Cares for and upholds responsibility of MRSC equipment and funds, if provided.
- Attends all MRSC meetings.
- *Requirements:*
- Suggested three years 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.
- A working knowledge of the 12 steps, 12 Traditions, 12 Concepts, and the MRSC Guidelines and Policy Log.
- **Proposal 4:** Add Spring Assembly description. APPROVED
 - 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 MRSC Spring Assembly is on a rotating schedule and will be hosted by active areas of the Montana Region. The rotating schedule will be as follows.
 - Area 1 (Big Sky Area)
 - Area 3 (Western Montana Area)
 - Area 4 (Lower Yellowstone Valley Area)
 - Area 5 (Northwestern Montana Area)
 - Area 6 (Eastern Montana Area)
 - Area 7 (Lucky Number 7 Area)
 - Area 8
 - Area 9 (Bear's Paw Area)
 - The MRSC will designate a specific seed money amount once the host area has formed a committee and planning has begun. The maximum allowable amount is \$400.
 - 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 Regional service, outreach, open forum for area and group discussions, etc. The MRSC Public Relations Committee can also meet during this time and

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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 during one day and conclude with the spring MRSC Regional Meeting the following day.
- **Proposal 5:** Add Amendments to the Guidelines section. APPROVED
 - 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.
- **Proposal 6:** Add Online Meetings section. APPROVED
 - 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 as long as 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 respect queues and utilize online meeting functions such as hand raising and microphone muting at all times 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.

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- 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.
- **Proposal 7:** Add the following language to the PI Coordinator position description. APPROVED
 - Manages super administrative duties of the MRSC Google Suites platform.
- **Proposal 8:** Implement policy and procedures form for trusted servants with an @namontana.org email account. APPROVED WITH CHANGES.
 - MRSC Email Policies
 - Objectives
 - To allow MRSC trusted servants access to email via Google Suites for use in the course of their service to MRSC.
 - The Google Suites will enable trusted servants to store documents which then are maintained for the purpose of regional archives and also enables collaborative work on documents.
 - To ensure appropriate use of MRSC services.
 - The PI Coordinator will hold super administrative duties for the email accounts and is the point of accountability in case any problems arise. pi@namontana.org
 - Policies
 - MRSC email accounts will be issued to MRSC trusted servants elected into their designated positions at MRSC meetings as well as Area Regional Committee Members.
 - MRSC email accounts will be used only for NA service or MRSC purposes. Personal use of any type is not allowed.
 - Account use should be considered in essence of the follow traditions:
 - Tradition 4 – “Each group should be autonomous except in matters affecting other groups or NA as a whole.”
 - Tradition 6 – “An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.”
 - Tradition 10 – “Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.”
 - Tradition 11 – “Our public relations policy is based on attraction

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rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.”

- **Proposal 9:** Adopt MRSC yearly calendar that will help trusted servants and Montana Region members manage compliance deadlines, plan meetings, and organize the yearly priorities into one document. This document will be managed by the Guidelines Resource position and will be a working document presented at each MRSC meeting. APPROVED
- **Proposal 10:** Set up email accounts for Regional officers and Area RCMs under the @namontana.org domain and provide email accounts for Area officers upon request. APPROVED.

DECEMBER 5, 2020

- **Proposal:** To add the following language to the Secretary position description APPROVED
 - Retain list of all active members holding positions and when term limits will expire, providing list at every meeting for transparency.
- **Proposal:** To add the following language to the Elections and Nominations description APPROVED
 - 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.
- **Proposal:** Remove PR Draft Budgeting section in the Guidelines document and replace with new all-encompassing MRSC Draft Budgeting policy APPROVED
 - MRSC Draft Budgeting

3 CLASSES / 6 SUBCLASSES OF EXPENDITURES:	2 CLASSES OF REVENUES:
<ul style="list-style-type: none"> - MRSC - MRSC DELEGATE TEAM - PR COMMITTEE <ul style="list-style-type: none"> - PI - H&I - WSWMR - Helpline - Webservant - Online Meetings 	<ul style="list-style-type: none"> - EVENT INCOME - DONATIONS TO MRSC

- 3 BUDGETS TO BE ENTERED IN EXCEL THAT WILL BE BUILT BY THE MRSC TREASURER:
- BUDGET 1: Fixed expenses
 - Expenses we will keep, not expenses that cost the same each year.
 - Example: Filing Fees, Subscriptions, Insurance, Helpline, Website,

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- etc.
- MRSC Treasurer will input projected income and fixed expenses.
- BUDGET 2: Variable expenses
 - Expenses for current and expected possible expenses.
 - Example: MRSC meeting hall rent, Spring Assembly costs, travel reimbursement, RMZF costs, PI printings, H&I Literature, etc.
- BUDGET 3: Opportunity expenses
 - Expenses for an upcoming opportunity, provided we have the funds to do so.
- 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 expense (website, Helpline, meeting list printing and so forth) and what is a projected or wished for expense.
 - Each variable and opportunity cost will have listed notes in the budget stating description and use.
- HOW TO REQUEST FUNDS:
- Fixed and Variable Money Requests:
 - If you are a point of accountability and/or coordinator and have a budgeted expense you would like to request, an email should be sent to PR Chair, PR Secretary and MRSC Treasurer to assist with and record the expense.
- Opportunity money requests:
 - Should an opportunity arise between MRSC meetings; PR Chair will call a Zoom meeting and invite the MRSC Treasurer to discuss the practicality of the opportunity. If all agree, the PR Committee can approve the expense.

SEPTEMBER 12, 2020

- No policy additions or changes

JUNE 6, 2020

- **Proposal:** To approve the following amendments to Article III of the event guidelines APPROVED
 - 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

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- The role of the Event Committee is to plan and hold an upcoming Montana Regional Event, while protecting the integrity and quality of the Event by following the 12 Traditions and 12 Concepts of Narcotics Anonymous. It is also 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.
- **Proposal:** To add the following language to the vice chairperson description
APPROVED
 - Facilitates all Zoom Communications during MRSC meetings, working with MRSC Secretary and Chairperson to ensure all online participants are included and heard during discussions.
- **Proposal:** To add the following language to the chairperson description
APPROVED
 - Ensures Zoom Communications are facilitated during MRSC meetings and delegates responsibility if MRSC Vice Chairperson is unable to attend MRSC meeting.
- **Proposal:** To approve the following Literature position description APPROVED
 - MONTANA REGION SERVICE COMMITTEE LITERATURE CHAIR (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 Chair will also budget funds for the MRSC Literature account, while keeping a concise and well-stocked inventory of all materials.
 - Functions and Responsibilities:

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- 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 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 MRSC.
- Cares for and upholds responsibility of MRSC equipment, if provided.
- Attends all MRSC meetings.
- Requirements:
 - Suggested minimum four years 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.
 - A working knowledge of the 12 steps, 12 Traditions, 12 Concepts, and the MRSC Guidelines and Policy Log.
- **Proposal:** The Treasurer create a generic Paypal account to go on the namontana.com website for direct donations to MRSC. Individual 7th tradition contributions to MRSC only and not earmarked APPROVED

APRIL 5, 2020

- **Proposal 1:** To accept the following MRSC AND MRSB statement into the regional guidelines document APPROVED
 - 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.
- **Proposal 2:** To adopt the following language regarding elections and nominations APPROVED

MRSC POLICY LOG

- ELECTIONS AND NOMINATIONS
- It is MRSC policy that nominations and elections do not occur within the same meeting, so nominations should be made no later than 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 ASC's 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 Secretary to notify the MRSC of terms ending and when positions will be open for nomination and election.
- **Proposal 3:** To adopt the following language for resignation and removal of trusted servants APPROVED
- 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 committee towards committee members
- RDA and MRSC Vice-Chair may move into 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.

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- A consensus of MRSC trusted servants shall be required to fill a mid-term vacant position.
- **Proposal 4:** To adopt the following guidelines resource position description as shown below: APPROVED
 - 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.
 - May form work group 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 MRSC Secretary to report at the following MRSC meeting.
 - Attends all MRSC meetings.
 - Requirements:
 - Suggested three years clean time. Previous service at the group, area, and regional level.
 - 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.
 - A working knowledge of the 12 steps, 12 traditions, and 12 concepts.
 - **Proposal 5:** To approve the revised secretary's position description as shown below: APPROVED
 - MONTANA REGION SERVICE COMMITTEE SECRETARY
 - (TWO YEAR TERM WITH ONE TERM RENEWAL OPTION)

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- 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. It is also important that the MRSC Secretary maintains all digital records relating to MRSC and the non-profit. The MRSC 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 report of previous meetings at every MRSC meeting.
 - Deliver MRSC meeting minutes to MRSC trusted servants via listserve and to Content Webservant for online posting in a timely fashion 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.
 - Attends all MRSC meetings.
- Requirements:
 - Suggested three years 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.
 - A working knowledge of the 12 steps, 12 Traditions, 12 Concepts, and the MRSC Guidelines and Policy Log.
- **Proposal 6:** To approve the revised treasurer's position description as shown below: APPROVED
 - MONTANA REGION SERVICE COMMITTEE TREASURER (THREE YEAR TERM)
 - The purpose of the Montana Region Treasurer is to maintain all bank accounts related to the MRSC, Events, and other committees, as well as retain a position on the Board of Directors. The MRSC Treasurer will head the finance committee if necessary, prepare the budget, and provide all finance information to MRSC trusted servants and Board of Directors.
 - Functions and Responsibilities:
 - Preserves and keeps financial records of all MRSC bank accounts through QuickBooks or other software program designated by the MRSC.

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- 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 secured from MRSC, Events, and Literature committee.
- 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 to ensure proper filing of form 990 each year in order to maintain 501(c)3 status.
- Cares for and upholds responsibility of MRSC equipment, if provided.
- Attends all MRSC meetings.
- Requirements:
 - Suggested minimum five years 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.
 - A working knowledge of the 12 steps, 12 Traditions, 12 Concepts, and the MRSC Guidelines and Policy Log.
- **Proposal 7:** To remove the policy adopted October 2005 regarding money requests as it is no longer relevant due to budgeting process. Policy referenced is below: APPROVED
 - Policy change - Money requests over \$500 have to go to Areas excluding raising the prudent reserve.
- **Proposal 9:** To approve the following event guidelines document. DOCUMENT APPROVED EXCEPT FOR ARTICLE III WHICH REQUIRES FURTHER DISCUSSION
 - MONTANA REGION OF NARCOTICS ANONYMOUS EVENT GUIDELINES
 - ARTICLE I
 - NAME
 - 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.

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- 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 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 WORK GROUP 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 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

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- 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
 - o Qualifications:
 - o Minimum three years of clean time.
 - o Minimum two years of experience in NA service.
 - o Have prior experience as Event Officer or Work Group Chairperson.
 - o Working knowledge of 12 Steps and 12 Traditions, willingness to learn the 12 Concepts.
 - o Experience and working knowledge of Work Group functions and Guidelines.
 - o Election must be confirmed and approved by the MRSC.
 - o Duties:
 - o 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.
 - o Oversees all contracts and purchases, while monitoring fund flow and overall Event costs.
 - o Acts as, or appoints, liaison to facilities.
 - o Makes purchases, if necessary, while having access to the Event bank account via checkbook, with the treasurer having the debit card.
 - o Ensures Treasurer receives receipt and check number for all purchases.

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- o Sets agenda and all material to be discussed at Event Committee meetings, in coordination with Event Secretary.
- o Ensures election of Officers and other positions at first Event Committee meeting.
- o Provides support and guidance for organizing Work Groups, if needed.
- o Helps create timeline for all Work Group responsibilities and tasks, with input from elected Officers.
- o Allows adequate time to be allocated for consensus prior to making decisions that will affect the Event Committee as a whole.
- o Upholds the Event Committee Guidelines.
- o Have copies of the Event Committee Guidelines available for all Committee members and aids members in understanding their duties.
- o Assumes responsibility from previous Event Chairperson for recurring Event items, such as banners, auction items, leftover registration items, etc.
- Secretary
 - o Qualifications:
 - o Minimum 18 months of clean time.
 - o Minimum one year of experience in NA service.
 - o Working knowledge of 12 Steps and 12 Traditions, willingness to learn the 12 Concepts.
 - o Duties:
 - o Keeps accurate minutes of each Event Committee meeting.
 - o Maintains current contact information of all Event Committee members.
 - o Assists Event Chairperson in creating agenda for Event Committee meetings.
 - o Works with Registration and Treasurer to ensure mailing list is kept current and new members are added.
 - o Aids Registration Work Group in preparing mailing list for flyers.
- Treasurer
 - o Qualifications:
 - o Minimum four years of clean time.
 - o Minimum three years of experience in NA service.
 - o Personal financial responsibility is of utmost importance.
 - o Have prior experience as a Treasurer for an NA service body.
 - o Experience with, or willingness to learn, QuickBooks program.
 - o Working knowledge of 12 Steps and 12 Traditions, willingness to learn the 12 Concepts.
 - o Election must be confirmed and approved by the MRSC.
 - o Duties:
 - o Prepares budget to present to committee for further discussion, editing, and approval.
 - o Responsible for keeping accurate records in QuickBooks of all event income and expenses.
 - o Advises the Event Committee on cash supply, income flow, and rate of expenditures.

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- o Aids Event Chair and Event Officers in making purchases.
- o Provides Event Committee with financial reports at Event Committee meetings.
- o Provides MRSC Treasurer and Event Chair with detailed class report monthly as well as Profit and Loss Detail year to date.
- o Ensures receipts are secured and provided to the MRSC Treasurer either monthly or at the completion of the event.
- o Supplies Event Chairperson with detailed report, which will be presented to the MRSC during Regional meetings.
- o Keeps thorough details of all transactions during the Event, properly recording all origins of revenue and expenses.
- o 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.
- o Works closely with the Registration Work Group prior to and during the Event, maintaining precise communication, organization, and accurate documentation of funds.
- o Verifies auctions and raffles are staffed properly during the Convention, so that income generated can be tracked and counted.
- o 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.
 - 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 Work Group Chairperson
 - o Qualifications:
 - o Suggested minimum two years of clean time.
 - o Suggested prior experience in NA service.
 - o Working knowledge of 12 Steps and 12 Traditions, willingness to learn the 12 Concepts.
 - o Suggested prior experience with professional graphic design software.
 - o Duties:
 - o Oversees creation of graphic related to the theme for the Event.
 - o Ensures any rights and privileges of ownership from submitted artwork entries are released to the Event Committee for use during the Event.
 - o Designs flyers, registration forms, Event banner, signs and displays to be used during the Event.
 - o Provides graphic in digital format, ready for any printing requirements.
 - o Works closely with Registration and Merchandise Work Group to provide graphic for any registration or merchandise items.
- Entertainment Work Group Chairperson
 - o Qualifications:
 - o Suggested minimum two years of clean time.

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- o Suggested prior experience in NA service.
- o Working knowledge of 12 Steps and 12 Traditions, willingness to learn the 12 Concepts.
- o Duties:
 - o Carries out all entertainment events prior to and during the Event.
 - o 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.
 - o Confirms all events adhere to the 12 Traditions and 12 Concepts.
 - o Prepares schedule of events with approval from Event Committee and distributes to fellowship in a timely manner.
 - o Selects a band, disc jockey or other entertainment, if necessary, for Event, to be affirmed by Event Committee.
 - o Ensures contracts for ALL services are given to the Event Chairperson for approval and signature.
 - o Prepares backup alternative for entertainment in the case of unforeseen circumstances that prevent the original idea from proceeding.
- Hospitality Work Group Chairperson
 - o Qualifications:
 - o Suggested minimum one year of clean time.
 - o Suggested prior experience in NA service.
 - o Working knowledge of 12 Steps and 12 Traditions, willingness to learn the 12 Concepts.
 - o Duties:
 - o Contacts other areas in the Montana Region to request volunteers for the hospitality room during the Convention.
 - o Verifies with Operations Chairperson or hotel liaison about room setup and if various decorations are allowed.
 - o Provides Event Committee with a budget and gathers all necessary food and supplies needed for the hospitality room.
 - o Delegates responsibility to volunteers during the Event and remains the single point of accountability for security of the hospitality room.
- Merchandise Work Group Chairperson
 - o Qualifications:
 - o Suggested minimum two years of clean time.
 - o Suggested prior experience in NA service.
 - o Working knowledge of 12 Steps and 12 Traditions, willingness to learn the 12 Concepts.
 - o Duties:
 - o Works closely with Event Chairperson and Treasurer to order all merchandise including fundraising and pre-registration merchandise.
 - o Ensures merchandise tables are staffed by qualified and trained trusted servants.
 - o Inventories merchandise before and after the event including sizes, where applicable.

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- o Is the single point of accountability for merchandise sales and tracking at the event.
- Operations Work Group Chairperson
 - o Qualifications:
 - o Suggested minimum two years of clean time.
 - o Suggested prior experience in NA service.
 - o Working knowledge of 12 Steps and 12 Traditions, willingness to learn the 12 Concepts.
 - o Duties:
 - o Supports Event Chairperson as a liaison to the facility.
 - o Secures menu and pricing from facility for the Saturday night banquet during the Event.
 - o Selects appropriate meal for the Saturday night banquet and presents to Event Committee for approval.
 - o Communicates with facility staff about sign placement, meeting set up, and any other general requirements.
 - o Works with the facility staff during the Event to regulate coffee and water stations outside of the hospitality room.
 - o Manages signs and displays for crowd control and notification during the Event.
 - o Sets up auction items with assistance from Event Chairperson or Event Treasurer.
 - o Aids the Hospitality Chairperson before and during the Event.
 - o Assists Programming Chairperson in transportation of speakers during the Event, if necessary.
- Programming Work Group Chairperson
 - o Qualifications:
 - o Suggested minimum three years of clean time.
 - o Suggested two years of prior experience in NA service.
 - o Working knowledge of 12 Steps and 12 Traditions, willingness to learn the 12 Concepts.
 - o Duties:
 - o 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.
 - o Informs the NA community of the opportunity to submit speaker tapes/names as well as the deadlines to be considered for the upcoming Event.
 - o Ensures opportunity for addicts throughout the Montana Region to participate in selecting speakers through list serve communication and/or Facebook communication of what the selection process will be.
 - o Creates Event itinerary and submits to Event Committee for approval.
 - o Communicates with Arts and Graphics Work Group for the design and printing of Event program.

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- o Remains aware of the nature of all groups when generating a topic list for workshops. (Young peoples', LGBT, service-based, etc.)
- o Works with Event Committee to decide upon compensation for main speakers of the Event; generally airfare, lodging, registration, and banquet are included.
- o Secures a media recording vendor, if approved by the Event Committee, keeping with the 12 Traditions of NA and including cost in program budget.
- o Assumes responsibility for contacting main speakers and workshop panelists, arranging necessary travel provisions, and keeping regular contact up until the Event.
- o Maintains a list of back up speakers in case of emergency.
- o Ensures leaders of the main speaker meetings and workshops are selected.
- o Considers overlap from previous years' workshop panelists and speakers to broaden diversity and prevent repeats, if possible.
- o Verifies that any speakers have the necessary transportation to and from Event facility. Operations Chairperson can provide assistance, if necessary.
- o Maintains and manages the marathon meetings during the Event.
- o Arranges schedule of volunteers to open marathon event meetings.
- Registration Work Group Chairperson
 - o Qualifications:
 - o Suggested minimum two years of clean time.
 - o Suggested prior experience in NA service.
 - o Working knowledge of 12 Steps and 12 Traditions, willingness to learn the 12 Concepts.
 - o Duties:
 - o Assumes responsibility for accurately recording all information that is listed on incoming registration forms.
 - o 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.
 - o Establishes clear deadlines for registration packages with approval from the Event Committee.
 - o Maintains weekly contact with Event Treasurer and, if necessary, daily contact one month prior to the Event.
 - o Utilizes spreadsheet or other software to retain registration information and deliver effortless reporting to the Event Committee.
 - o Provides report to Event Committee of current registrations at each Committee meeting.
 - o Oversees operation of registration table during the Event and ensures security, proper opening, and closing during the times decided.
 - o Ensures mailing of registration forms to previous attendees and NA areas listed on the regional mailing list.

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- o Verifies packages and merchandise for attendees who have pre-registered, are sorted and packed before the opening of the Event.
- o Arranges at least two additional Registration Work Group members to staff registration table during the Event, in order to prevent burnout or mismanagement of duties.
- o Coordinates accurate and effective training, prior to the Event, for other Work Group 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%) 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 generating a proposal.
 - o Identifying unsatisfied concerns.
 - o Modifying the proposal if indicated to attain as much agreement (consensus) as possible.
 - o Although it is the 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 90% of the Event Committee.
- ARTICLE X
- FINANCIAL MANAGEMENT

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- 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 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 Webservant to make use of the Regional PayPal account for online registrations and on-site fundraisingdebit/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
- WORK GROUPS
- All Work Groups 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 Work Groups, if needed.
- The Event Officers shall have the authority to appoint a Work Group 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 Work Group 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.
- **Proposal:** Change Communications Subcommittee to Public Relations Committee which will consist of the following positions: Public Relations Chair, Public Relations Secretary, Helpline Coordinator , H&I Coordinator, Montana Region Meeting List and Contact Coordinator, Online Recovery Meetings Coordinator, Public Information Coordinator, Content Webservant and Technical Webservant. APPROVED
- **Proposal 3:** The Public Relations Chair is nominated and elected at the MRSC Meeting. Secretary and all coordinator positions will be elected within the meeting of the Public Relations committee. APPROVED

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- **Proposal 4:** The Public Relations Committee will prepare a draft budget based on (1) fixed expense, (2) variable expense, and (3) opportunity expenses. Draft budget will be presented via the MRSC listserve prior to the fall meeting of the MRSC for discussion and approved at the final meeting of the MRSC calendar year. APPROVED
- **Proposal 5:** Public Relations projects are approved by the public relations committee. APPROVED
- **Proposal 6:** To approve the following Public Relations Chair Position Description: APPROVED
 - MONTANA REGION SERVICE COMMITTEE PUBLIC RELATIONS CHAIRPERSON (TWO YEAR TERM)
 - o The purpose of the Public Relations Chairperson is to be the point of contact and accountability between the Public Relations Committee and the MRSC. 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.
 - o Note: This is the only position nominated and elected by the MRSC. All other positions within the PR Committee are nominated and elected during PR Committee meetings.
 - o Functions and Responsibilities:
 - o Facilitate communication between the MRSC and Public Relations Committee during MRSC or PR Committee meetings.
 - o Create agenda for PR Committee meetings and determine platform for meetings (Zoom, face-to-face when permissible, etc.).
 - o Produces PR Committee draft budget proposal with MRSC Treasurer according to guidelines.
 - o Email agenda to PR Committee members at least one week in advance.
 - o Continue to develop facilitation skills and ensure all voices are heard giving equal consideration to the quieter voices.
 - o Provides a written report to the MRSC.
 - o Works on specific projects as needed.
 - o Attend all MRSC meetings.
 - o If for any reason you are not able to fulfill your responsibilities, please communicate with Regional Chair.
 - o Requirements:
 - o Three years clean time.
 - o Previous service at Group and Area level.
 - o Must be nominated and elected at a MRSC meeting.
 - o Disclose complete legal status at time of acceptance of nomination and

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- o sharing of qualifications.
- o Has internet access.
- o Good communication skills.
- o Ability to delegate, organize and give direction.
- o Willingness to give the time and resources necessary to do the job.
- o A working knowledge of the 12 steps, 12 Traditions, 12 Concepts, the MRSC Guidelines, Policy Log, and PR Handbook.
- **Proposal 7:** To approve the following Public Relations Secretary Position
Description: APPROVED
 - MONTANA REGION SERVICE COMMITTEE PUBLIC RELATIONS SECRETARY (TWO YEAR TERM)
 - o The purpose of the Public Relations Secretary is to keep records of proceedings from all Public Relations Committee 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.
 - o Functions and Responsibilities:
 - o Record all reports and proceedings during PR Committee meetings.
 - o Maintain email address of each PR Committee Coordinator and member.
 - o Safely protect and systematically keep all books, papers, records, and documents belonging to the PR Committee.
 - o Assist PR Committee Chairperson in creating agenda for PR Committee meetings.
 - o Provide report of previous meetings at every PR Committee meeting.
 - o If for any reason you are not able to fulfill your responsibilities, please communicate with PR Chair and/or Regional Chair.
 - o Requirements:
 - o Two years clean time.
 - o Previous service at Group and Area level.
 - o Disclose complete legal status at time of acceptance of nomination and sharing of qualifications.
 - o Has internet access.
 - o Good communication skills.
 - o Ability to delegate, organize and give direction.
 - o Willingness to give the time and resources necessary to do the job.
 - o A working knowledge of the 12 steps, 12 Traditions, 12 Concepts, the MRSC Guidelines, Policy Log, and PR Handbook.
- **Proposal 8:** To approve the following 7 Public Relations Coordinator Position
Descriptions: APPROVED WITH GRAMMATICAL EDITS
 - MONTANA REGION SERVICE COMMITTEE PUBLIC INFORMATION COORDINATOR (TWO YEAR TERM)
 - o 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

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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.

- o Functions and Responsibilities:
 - o Replies to inquiries received at pi@namontana.org.
 - o Maintains and makes available to Areas and Workgroups the contact information of professionals, correctional facilities, radio and TV stations, etc.
 - o Helps with communication by mail and email to Areas, Groups, and Members.
 - o Submits PSA's to Area PI Committees or to radio and TV stations at the request of Areas.
 - o Updates and distributes statewide trifold meeting lists to Areas, institutions, professionals and our website quarterly.
 - o Coordinates purchasing and distribution of PI materials such as bookmarks, pens, statewide meeting list, brochures, etc.
 - o Cooperates with Area PI Chairpersons to carry out PI efforts.
 - o Helps coordinate PI presentations when requested.
 - o Send a written report to the MRSC PR Committee and attend all PR meetings.
 - o Works on specific projects as needed.
 - o Attend MRSC meetings when possible.
 - o If for any reason you are not able to fulfill your responsibilities, please communicate with PR Chair and/or Regional Chair.
 - o Requirements:
 - o Three years clean time.
 - o Previous service at Group and Area level.
 - o Disclose complete legal status at time of acceptance of nomination and sharing of qualifications.
 - 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.
 - o Has internet access.
 - o Good communication skills.
 - o Ability to delegate, organize and give direction.
 - o Willingness to give the time and resources necessary to do the job.
 - o A working knowledge of the 12 steps, 12 Traditions, 12 Concepts, the MRSC Guidelines, Policy Log, and PR Handbook.
- MONTANA REGION SERVICE COMMITTEE HOSPITALS AND INSTITUTIONS COORDINATOR (TWO YEAR TERM)

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- o 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.
- o Functions and Responsibilities:
- o Maintains open lines of communication between the MRSC, MRSC PR Committee, Areas, and Groups in the Montana Region.
- o Initiate and maintain contact with Area H&I Sub-Committees in the Montana Region.
- o Serve as a pooling place for Area H&I experience.
- o Responds to all requests for information in a timely and effective manner.
- o Ensures that those requests are handled at the appropriate level of service.
- o Provide H&I guidance and direction to Area Sub-Committees when needed.
- o 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.
- o Organizes and maintains H&I files and records.
- o Coordinates H&I presentation workshops throughout the Region for any interested NA members or entities, with assistance from the PI Coordinator.
- o Send a written report to the MRSC PR Committee and attend all PR meetings.
- o Prepares for any possible media contact.
- o Attend MRSC meetings if possible.
- o If for any reason you are not able to fulfill your responsibilities, please communicate with PR Chair and/or Regional Chair.
- o Requirements:
- o Four years clean time.
- o Previous service at Group and Area level.
- o 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.
- o Has internet access.
- o Good communication skills.
- o Ability to delegate, organize and give direction.

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- o Willingness to give the time and resources necessary to do the job.
- o A working knowledge of the 12 steps, 12 Traditions, 12 Concepts, the MRSC Guidelines, Policy Log, and PR Handbook.
- MONTANA REGION SERVICE COMMITTEE ONLINE RECOVERY MEETINGS COORDINATOR (ONE YEAR TERM)
 - o The purpose of the Online Recovery Meetings Coordinator is to be the point of contact and accountability to the MRSC for the online outreach recovery 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 Guidelines, Policy Log, and Hospitals and Institutions and Public Information best practices.
 - o Functions and Responsibilities:
 - o Maintain the MRSC Recovery Zoom account.
 - o Schedule Recovery Zoom meetings, as decided by PR Committee.
 - o Send meeting reminders to the MRSC listserve and notices to the MRSC website.
 - o Maintain atmosphere of recovery of online meetings.
 - o Manage chairperson schedule.
 - o Provide chairpersons with technical support.
 - o Send a written report to the MRSC PR Committee and attend all PR meetings.
 - o Attend MRSC meetings when possible.
 - o If for any reason you are not able to fulfill your responsibilities, please communicate with PR Chair and/or Regional Chair.
 - o Requirements:
 - o One year clean time.
 - o Previous service at Group and Area level, especially meeting opener experience.
 - o Disclose complete legal status at time of acceptance of nomination and sharing of qualifications.
 - o Has internet access.
 - o Good communication skills.
 - o Ability to delegate, organize and give direction.
 - o Willingness to give the time and resources necessary to do the job.
 - o A working knowledge of the 12 steps, 12 Traditions, 12 Concepts, the MRSC Guidelines, Policy Log, and PR Handbook.
- MONTANA REGION SERVICE COMMITTEE HELP-LINE COORDINATOR (TWO YEAR TERM)
 - o The purpose of the MRSC Help-Line Coordinator is to facilitate communication within and outside the Montana Region through our 800 number. 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 Help-Line

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- guidelines.
 - o 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.
 - o Functions and Responsibilities:
 - o Opens and maintains lines of communication between the MRSC PR Committee and Area RCMs in the Montana Region in relation to the Helpline.
 - o Provides ongoing education and training on the use and etiquette of the Helpline.
 - o Listen and respond to all voicemails.
 - o Create and monitor MRSC Helpline schedule.
 - o Responds to all requests for information and training in a timely and effective manner.
 - o Ensures Helpline Handbook is up to date with current policies and practices.
 - o Initiates and maintains contact with all Helpline trusted servants.
 - o Ensures maintenance of Helpline files and archives.
 - o Assures that Helpline has an appropriate budget.
 - o Speaks with the service provider, when needed.
 - o Send a written report to the MRSC PR Committee and attend all PR meetings.
 - o Attend MRSC meetings when possible.
 - o If for any reason you are not able to fulfill your responsibilities, please communicate with PR Chair and/or Regional Chair.
 - o Requirements:
 - o Four years clean time.
 - o Previous service at Group, Area, and Regional level.
 - o PI experience at Area and/or Regional level.
 - o 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.
 - o Has internet access.
 - o Good communication skills.
 - o Ability to delegate, organize and give direction as well as encouragement.
 - o Willingness to give the time and resources necessary to do the job.
 - o A working knowledge of the 12 steps, 12 Traditions, 12 Concepts, the MRSC Guidelines, Policy Log, and PR Handbook.
- MONTANA REGION SERVICE COMMITTEE MEETING LIST AND CONTACT COORDINATOR (TWO YEAR TERM)
- o The purpose of the MRSC Meeting List and Contact Coordinator is to be

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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.

- o Functions and Responsibilities:
- o Serves as the single point of accountability for all meeting changes and 12-step contact information made to the MRSC lists.
- o Opens and maintains lines of communication regarding new meetings and meeting updates between the Areas, Region, and the Regional Helpline.
- o Works with the MRSC Content Webservant to ensure meeting lists are kept current on the Montana Regional website.
- o Ensures Helpline Coordinator has current meeting list for distribution.
- o Maintains 12-step contact list with MRSC Officers list.
- o Contacts all members on 12-step contact list quarterly to verify continuity.
- o Send a written report to the MRSC PR Committee and attend all PR meetings.
- o Attend MRSC meetings when possible.
- o If for any reason you are not able to fulfill your responsibilities, please communicate with PR Chair and/or Regional Chair.
- o Requirements:
 - o Two years clean time.
 - o Previous service at Group and/or Area level.
 - o Has internet access and MS Office proficiency.
 - o Good communication skills.
 - o Ability to delegate, organize and give direction as well as encouragement.
 - o Willingness to give the time and resources necessary to do the job.
 - o A working knowledge of the 12 steps, 12 Traditions, 12 Concepts, the MRSC Guidelines, Policy Log, and PR Handbook.
- MONTANA REGION SERVICE COMMITTEE WEBSERVANT RESOURCE POSITIONS (THREE YEAR TERMS EACH)
 - o The purpose of the Webservant Resource Positions are to be the points of contact and accountability for the maintenance and continuation of MRSC's online and email presence, providing both technical support and content management. The purpose of the website is to inform the public and members that Narcotics Anonymous offers recovery from addiction and information about how and where to find it, as well as upcoming events, meeting lists, and other information. 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.
 - o Technical Webservant:
 - o Functions and Responsibilities:

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- o Maintains and services MRSC's online technical infrastructure and NA Montana's email listserve.
- o Assures that the NA Montana website and its content management software is properly hosted, the domain name(s) are protected and kept current, and that all hosting and domain registration fees are current.
- o Develops and maintains the NA Montana website's software and design, providing use and function for a wide variety of web visitors.
- o Trains the Content Webservant in the operation of content management for the site including meetings, event updates, document archives, and general information pages.
- o Ensures availability to the Content Webservant as needed to answer questions when needed.
- o Send a written report to the MRSC PR Committee and attend all PR meetings.
- o Attend MRSC meetings when possible.
- o If for any reason you are not able to fulfill your responsibilities, please communicate with PR Chair and/or Regional Chair.
- o Requirements:
 - o Four years clean time.
 - o Previous service at Group and/or Area level.
 - o Has internet access.
 - o Proficient in ExpressionEngine, HTML, CSS, PHP, MySQL, and Javascript.
 - o Experience with Mailman listserve and iPower hosting platform
 - o Good communication skills.
 - o Ability to delegate, organize and give direction as well as encouragement.
 - o Willingness to give the time and resources necessary to do the job.
 - o A working knowledge of the 12 steps, 12 Traditions, 12 Concepts, the MRSC Guidelines, and Policy Log.
- o Content Webservant:
 - o Functions and Responsibilities:
 - o Maintains the MRSC online presence between the MRSC, its members, and the public.
 - o Continues the MRSC online presence between the MRSC and MRSC PR Committee, Areas, and Groups in the Montana Region.
 - o Responds to all requests to post appropriate information in a timely and effective manner on the NA Montana website.
 - o Preserves and posts current meeting and contact lists on the website, while working with the MRSC Meetings and Contact Lists Coordinator.
 - o Ensures a current event calendar of NA functions that are submitted by the Region, Areas, Groups, and neighboring Regions.
 - o Posts and archives NA Montana files and records, as submitted.

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- o Send a written report to the MRSC PR Committee and attend all PR meetings.
- o Attend MRSC meetings when possible.
- o If for any reason you are not able to fulfill your responsibilities, please communicate with PR Chair and/or Regional Chair.
- o Requirements:
 - o Four years clean time.
 - o Previous service at Group and/or Area level.
 - o Has internet access.
 - o Experience with basic HTML code or willingness to learn.
 - o Experience with PDF and photo manipulation through various programs, or willingness to learn.
 - o Good communication skills.
 - o Ability to delegate, organize and give direction as well as encouragement.
 - o Willingness to give the time and resources necessary to do the job.
 - o A working knowledge of the 12 steps, 12 Traditions, 12 Concepts, the MRSC Guidelines, and Policy Log.

DECEMBER 7, 2019

- Approved the following position description for MRSC Chair
 - o CHAIR - 2-year term
 - o 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, facilitate all meetings of the MRSC & MRSB.
 - o 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.
 - Duties and Responsibilities:
 - Create agenda for MRSC meetings which include the MRSB
 - Email agenda out 1 week before the regional meeting to all MRSC Officers and the MRSB
 - Attend Communications Subcommittee meetings- we may want to change this as we further discuss the role of the communications committee-
 - Continue to develop facilitation skills and ensure all voices are heard giving equal consideration to the quieter voices
 - Requirements:
 - Suggested 5 years clean
 - Good Communication Skills
 - Ability to delegate, organize and give direction and incentive
 - Willingness to give the time and resources necessary to do the job
 - A working knowledge of the 12 steps, 12 Traditions, 12 Concepts, and the MRSC Guidelines and Policy Log
- Created Vice Chair as an officer of the board of directors. The guidelines and

MRSC POLICY LOG

bylaws would be revised to state “The Officers of the Corporation shall be a Chair, Vice Chair, Treasurer, and a Secretary, each of whom shall be member of and elected by the MRSB.”

- Approved the following position description for MRSC Vice Chair
 - o VICE CHAIR 2-year term
 - o The Vice Chair is responsible to assist the chairperson in facilitating all meetings of the MRSC and the MRSB and to conduct meetings him/herself in the chairperson’s absence.
 - o The Vice Chair supports the Chair in preparing for regional meeting, including agenda creation, and ensuring all materials are distributed to meeting participants.
 - Additional Duties:
 - Sits by secretary and aids him/her with clarification of proposals and other pertinent information.
 - Familiarize self with MRSC Guidelines and Policy and work with Chair in preparing to potentially serve as Chair of the MRSC.
 - Requirements:
 - Suggested 3 years clean
 - Good Communication Skills
 - Ability to delegate, organize and give direction and incentive
 - Willingness to give the time and resources necessary to do the job
 - A working knowledge of the 12 steps, 12 Traditions, 12 Concepts, and the MRSC Guidelines and Policy Log

SEPTEMBER 7, 2019

- No policy additions or changes

JUNE 2, 2019

- Proposal to open a zoom account that will be shared by the communication committee, the separate work groups, the regional events and also for a regularly scheduled online recovery meeting. The login information will be shared with the facilitators as needed. Approved
- Proposal for H&I guidelines to send literature into regional institutions
 - o 1 basic text for every 50 inmates
 - o 1 Introductory Guide for every 10 inmates with the intent that every inmate who requests one will receive one
 - o We will only send literature into institutions we have developed or are developing a relationship with.
- Proposal to make it our policy that the communication committee will continue to function, but only virtually between regional meetings. The communication meeting will no longer be scheduled face to face the morning of the regional meetings. The workgroup chairs will be added to the agenda to report at the regional meeting. The regional meetings will start at 10:00 AM. The communication chair will facilitate the virtual meetings only. Approved

MARCH 9, 2019

MRSC POLICY LOG

- Gathering seed money was increased to \$3500. It is now the same as the convention

DECEMBER 1, 2018

- Revised H&I Position description was approved
- Proposed Grievance policy and process was approved as below
 - o MRSC 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:
 - Contact MRSC chair as soon as decision to file grievance is made
 - Seek to resolve issue
 - o If it is with individuals and not the body as a whole seek to resolve with individual(s)
 - o If issue is with the action of the MRSC body, then write out grievance and send out at least 1 week prior to regional meeting
 - If not resolved prior to the MRSC meeting agree on resolution which will be recorded in the minutes of the MRSC.
- Proposal to place the following language in our policy and procedure manual
 - o “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 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? 6th edition Basic Text
- Discussion regarding increasing number of meetings-
 - o Proposal to keep status quo with meetings staying in Helena, with the spring assembly rotation. – approved

SEPTEMBER 15, 2018

- Bylaws review approved
- Finance Work Group work was called complete
- Guidelines Work Group was created
 - o When policies and/or procedures are sent out for review, it will be a public review available to everyone in the Montana Fellowship via online resources.
 - o Guidelines are scheduled for review every odd year. Items for policy can come up as needed but the entire document will be reviewed every odd year.
 - o Bylaws are reviewed every even year
 - o Conduct a regional inventory in non WSC years
- Agreed to edit Event Guidelines and have a single set of guidelines for both events.

MRSC POLICY LOG

- Discussion was started regarding whether or not to keep two regional events
- Defined a Board member in Good Standing
 - o A Board Member is in Good Standing when:
 - Maintains Clean Time
 - Attends ALL MRSC meetings unless proper notice and report is given
 - Miss no more than two meetings per two year cycle
 - Fulfills duties and responsibilities as outlined in bylaws and this document
- Debit Card Policy was approved – Treasurer will have this signed prior to debits cards being issued

JULY 7, 2018

- No policy additions or changes

APRIL 8, 2018

- No policy additions or changes

JANUARY 27, 2018

- No policy additions or changes

NOVEMBER 4, 2017

- No policy additions or changes

AUGUST 26, 2017

- MRSC Debit Card Policies and Procedures
 - o Objectives - To allow MRSC trusted servants access to efficient and alternative means of payment for approved expenses - To improve managerial reporting related to debit card purchases
 - o 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 Any items deemed inconsistent with the values of the MRSC
 - o Personal or group meals
 - 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
 - o Procedures - Credit cards may be requested for prospective cardholders by written request to the MRSC - 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 itself

MRSC POLICY LOG

MAY 13, 2017

- No policy additions or changes

MARCH 12, 2017

- No policy additions or changes

DECEMBER 3, 2016

- Travel reimbursement Policy approved
- Policy
 - o MRSC will reimburse mileage for all approved MRSC trips at the current nonprofit mileage reimbursement rate.
 - o As of January 1, 2016, that rate \$0.14 mile. This will need to be revised annually
- Oversight
 - o The MRSC makes decisions about the necessity, goals, and activities related to travel at the regional meeting to:
 - o Ensure that MRSC travel produces the highest quality results (e.g. RCMS from every area in attendance at all regional meetings).
 - o Ensure that MRSC travel is planned, evaluated, and followed up in a way consistent with the philosophy of the Fellowship of Narcotics Anonymous
- Reporting Procedures
 - o The MRSC regularly reports its travel reimbursements through the treasurer's narrative which will include a summary including total spent on mileage reimbursements. This will be included in the MRSC minutes.
 - o In order to be reimbursed a request/report form must be filled out and either emailed or handed to the treasurer prior to the travel.
 - o Whenever possible it is expected that individuals will car pool to reimbursable events.

AUGUST 27, 2016

- No policy additions or changes

MAY 7, 2016

- No policy additions or changes

MARCH 6, 2016

- No policy additions or changes

DECEMBER 19, 2015

- Proposal: The Montana Region begin funding trusted servants (e.g. RCMS, delegate team, work group chairs and officers) for mileage at the current nonprofit rate to and from regional meetings and events they are asked to go to on behalf of the Montana Region Service Committee.
- There was much discussion about how to increase the amount of H&I and PI which happens at area levels in our region. Would this proposal enable areas to

MRSC POLICY LOG

fund trusted servants for travel to H&I/PI panels such as the one in MDCD?

- If agreed, MRSC will create a clear process for how to request funds in advance if needed or for reimbursement.
- Revised Articles of Incorporation approved-
- We are not a membership corporation. There are no dues or fees for membership and we do not track our members. This is so we can meet legal requirements. That doesn't mean we are not fellowship accountable and we are working to ensure that all of our documents adhere to spiritual principles and legal language.

SEPTEMBER 26, 2015

- Proposal to become 501 C3 made and approved.

JANUARY 17, 2015

- No policy additions or changes

NOVEMBER 1, 2014

- No policy additions or changes

APRIL 13, 2014

- No policy additions or changes

JANUARY 25, 2014

- No policy additions or changes

SEPTEMBER 28, 2013

- No policy additions or changes

JULY 25, 2013

- No policy additions or changes

APRIL 21, 2013

- No policy additions or changes

JANUARY 26, 2013

- Policy – If area has a request for literature for H&I and PI and doesn't have the money they can request from Region

OCTOBER 20, 2012

- Proposal to make the spring assembly a rotating event with the understanding it a two day event. One day is the assembly with workshops, group assembly and possibly a communications subcommittee meeting with the regional meeting happening on Sunday-Consensus

JUNE 23, 2012

- No policy additions or changes

MRSC POLICY LOG

APRIL 15, 2012

- No policy additions or changes

JANUARY 7, 2012

- No policy additions or changes

APRIL 17, 2011

- No policy additions or changes

JANUARY 15, 2011

- No policy additions or changes

OCTOBER 2, 2010

- No policy additions or changes

JUNE 26, 2010

- MRSC would meet once a year – Spring – with a 2-day event. Saturday would be dedicated to workshop(s) i.e. CAR etc. and Communications subcommittee and Sunday being the MRSC

APRIL 17, 2010

- No policy additions or changes.

JANUARY 30, 2010

- No policy additions or changes.

SEPTEMBER 26, 2009

- There will be \$200 a year in budget for technology to save for future necessary technology purchases. John H. proposed also buying CDs, DVDs, and jump drive for secretary and RD

JUNE 27, 2009

- No policy additions or changes.

APRIL 17, 2009

- Secretary will research and keep track of when regional positions are up. We will make report forms for areas downloadable.

JANUARY 17, 2009

- Discussion was held re: archives. Rick H. proposed moving archives to Never Alone Hall.
- Suggestion to have archives position in the future. Consensus. John will donate scanner to make digital copies of archives.
- Consensus to have four regional meetings a year.

MRSC POLICY LOG

OCTOBER 4, 2008

- Approval for policy that Communications Committee can bring recommendations for work group chairs to the regional committee to affirm. Region can ask recommended candidates to qualify if Region so chooses.
- Policy - When in doubt check it out policy.

APRIL 5, 2008

- Consensus: to implement proposal for Communications/HIPR committee.
 - o H & I and PI Chairs – combined positions with one resource commitment for a chairperson called Communications chair for now.

OCTOBER 6, 2007

- Policy for a June Treasurer Report (since we no longer meet in summer) with a contribution to World (quarterly contribution).
- Policy: Responsibility of Merchandise Chair to set time limits to get money or merchandise back on pre-sales.
- Christine L – point of accountability for inventory of institutions in areas. Need process for Area PI chairs to get info to Christine
- Steering Committee – try to make seed money back at events; goal to be self-supporting

APRIL 21, 2007

- Gathering
 - o Discussion was held regarding the t-shirt sales of last year's shirts. It was clarified that the t-shirt money will go back to the general fund.
- It was decided to take time from now on during area reports to discuss area concerns.
- RDA fundraising – Only two areas are holding fundraisers. It was hoped that the other areas can help. RCMs were asked to remind areas about this need. Four years ago, the Region decided to fund RDA travel. The reasons were the RD needs help at the WSC and it takes time to learn the process. The Region did not want to use 7th Traditions for this purpose, and made the decision to raise funds separately.
- Funding trusted servants – Areas were reminded to consider helping RCM's with gas. Area 2 will continue with billeting for anyone coming the MRSC.
- There was discussion about establishing funding for trusted servant travel similar to that of the Southern Idaho Region. The fund could be used for partial funding for the RD and RDA to travel to service events like the Rocky Mountain Forum.
- Proposal - \$100 for Berta H. to travel to the WWW in NB. \$300 for RMF meeting travel to CO. For the Colorado trip, they will get receipts and return unspent funds. RD and RDA will bring a proposed budget for travel to the October RSC meeting.
- Policy decision – to define the clean time requirement for Literature Chair as five years.

JANUARY 13, 2007

MRSC POLICY LOG

- Funding trusted servants – areas were reminded to consider helping RCM's with gas. Area 2 will continue with billeting for anyone coming the MRSC. Areas were reminded of their commitment to hold RDA fundraisers throughout the cycle.
- Western States Learning Days – Rick reported that we do have “major” airports, but the 2007 will be held at Ogden Utah. Our participation in that event is possible, but we may not want to put in for hosting for a few more years. This agenda item was then assigned to the Events Steering Committee.
- Proposal to host Native American Fellowship Outreach – Rick G. said they have heard nothing from the WB members as yet.
- Shirts issue – needed committee decision regarding excess shirts from the Gathering. Shirts were to cost \$6.50 a shirt and actually cost \$9.50 per shirt. Region paid off \$507.26 to vendor and ended up with 40 excess shirts. Rick G. hoped we could make the Unity Day self-supporting and it needs seed money. Rick proposed each area take a some shirts to sell and that we use the money for seed money. Discussion was held about what to do with the shirts and how much is needed for seed money for the Unity Day events.
- Events Steering Committee was convened. A policy issue discussion was held regarding the Unity Day events. Jerry suggested that the Events Steering Committee be funded and have a budget to work with that is approved by the Region. Rick G. proposed \$500 seed money plus the shirts to be used for the Unity Day event and that the seed money be continued for future Unity Day events. Dawn suggested that anything above and beyond the seed money be split between the Region and the Area where the event is held. Berta expressed financial concerns. Diane suggested we tailor the plan depending on where the event is held. She stressed that the main reason for the event is to foster unity and build the fellowship. Rick said as we move forward the Events Steering Committee will be the responsible and accountable entity. Excess money would go into the general fund. If the event falls short, the ESC will have to come to Region.
- T-shirts – Berta will be point of accountability to distribute t-shirts for sale. The funds will come back to the MRSC treasury.
- Consensus to give Events Steering Committee \$500

OCTOBER 8, 2006

- MRSC Meeting and Unity Day Proposal
 - o Discussion was held on the proposal for three RSC meetings per year at a central location and two Unity Days to be rotated around the state. Consensus: For three yearly business meetings of the Montana Regional Service Committee and its subcommittees in September, January, and April that rotate centrally. The Region would hold two Unity Days—one in the spring and one in the fall (late October or early November for Fall Unity Day?). A special session of MRSC can be called during summer if needed.
 - o The MRSC meetings will be held in Helena and later include Great Falls and Butte in rotation. Billeting in Helena and potlucks will help defer expenses for trusted servants. Dawn expressed hope that this be tried for

MRSC POLICY LOG

two years before changing it again. Sandy wondered about Saturday or Sunday.

- Ad Hoc Committee Reports
 - o Insurance – Prude G. reported the committee also includes Berta H. and Christine L. After registering as a non-profit public benefit corporation with the Secretary of State in order to be legal and to purchase insurance for events, the Department of Revenue asked for an Affidavit, By-Laws, and Articles of Incorporation. Prude G. has a sample of Arizona Region By-Laws and Articles, which are like those commonly used in the fellowship. They include a Board of Directors, which she suggested could be the Chair, Vice-Chair, Secretary and Treasurer of the region for purposes of the document. She will talk to WSO, but thought we might need to consult with an attorney. Dawn said she knew a couple of attorneys who might be used. Dawn and Prude will communicate on the issue.
- Western Service-Learning Days
 - o Bids are being solicited for WSLD. This item will remain on the agenda for future consideration. The bid meeting for 2008 will be November 5th in SeaTac, WA. The Steering Committee will research whether any Montana airports are considered “major”. Members are encouraged to attend WSLD 20 in November
- Proposal to host Native American Fellowship Outreach
 - o Rick G. reported on attending the Plains States Zonal Forum. Ron H., WB, is supportive of outreach and targeted literature. A conference is being proposed to bring in interested members and Native Americas from which targeted literature and outreach can grow. There is a chance it could be hosted in Montana sometime in the next year and a half. Berta reported there would be a “breadbasket” workshop with WB participation held prior. The WB will discuss the issue in November. We would make a formal request to the WB as part of fellowship development. We need information such as what our responsibility would be, where this would be held, etc. Rick H. stressed the importance of including our Native
 - o American members in the process. The Events Steering Committee will keep communicating with Ron H. with the idea of moving towards hosting.
 - o Rick proposed that Western States Learning Days or the Conference for Indigenous People, and the Rocky Mountain Zonal Forum would take the place of the Unity Days when they were held. Consensus.
- Spring Unity Day will be held in Billings in May 5, 2006.
- Discussion was held about how and when to workshop the discussion topics, CAR workshops and WSC reports. At the RSC there will be one and a half or two hours of subcommittee meetings, an hour and a half for RD workshops etc., and then the regional meeting. The meeting will be held on Saturday.
- Areas are encouraged consider funding trusted servants with gas money. Billeting and potluck meals by Area 2 will help with expenses for funding trusted servants. The item will remain on the agenda for further discussion.

MRSC POLICY LOG

JULY 15, 2006

- New Business – Berta proposal to change term of delegate to four year term. Common to other regions. Not ready to be delegate. Consulted with Dawn and Prude. Current policy is two-year cycle. All would be four-year commitments.
- Motion – Christine that they cycles for the RD RDA and RDAA may serve two cycles. Retaining the need to qualify between cycles. Sandy seconded.
- Sandy – reminded of need to requalify each time.
- Rick proposed that we not freeze that in stone. Leave it as option.
- Mark commented favorably on the policy and that when he was RDAA he was not clear.
- Steve commented it was a short time ago that we did not even know how we would send an RD
- Consensus

APRIL 6, 2006

- RMZF
 - o Concerns – We do not want to be represented at WSC by anyone other than our RD.
 - o Ideal – A RMF with a steering committee of RDs and RDAs with multi-region events.
 - o Other options – Alliances with other regions for multi-region events with or without participation in the RMF.
 - o Consensus: To draft a letter to the RMF stating it is okay for us to question the structure of the RMF, etc., and that we favor a simpler model.
- Nominations – Berta described the duties of Treasurer as the ability to reconcile and manage a checkbook, honesty, and being available at every meeting. Good simple records are needed. Rick suggested that secretary and treasurer descriptions written by Berta and Prude be put in the minutes. Treasurer clean time is five years with a two-year commitment. Excerpt from Guide to Local Service: All groups, even those that host more than one meeting, elect one group treasurer. When the group consolidates responsibility for all its funds under a single treasurer, the group makes it easier to account for the contributions it receives and expenses it pays than if it gives a number of individuals responsibility for its money. Groups that host two or more weekly meetings should make arrangements for contributions to be passed to the group treasurer shortly after each meeting. Because of the added responsibility of handling money associated with service as a group treasurer, it's important that groups look carefully at those they elect as treasurers. If the group elects someone who is not capable of handling the responsibilities of the job, then the group is at least partly responsible if money is stolen, supplies aren't purchased, or funds aren't properly accounted for. It's recommended that groups elect treasurers who are financially secure and are good at managing their personal finances. Because of the need to keep consistent records, it's also strongly recommended that groups elect treasurers to serve for a full year. What do group treasurers do? They count the money that members have contributed at each meeting, always asking

MRSC POLICY LOG

another member to confirm their count. They take special care not to confuse the group's money with their own personal funds. They pay expenses, keep good, simple records, and regularly provide financial reports to their groups. The group treasurer's job requires close attention to details. To help the treasurer in managing those details, a Treasurer's Handbook is available from your area committee or from the World Service Office.

- Secretary – Excerpt from Guide to Local Services – Secretaries handle all their committees' paperwork, a formidable job. Their first responsibility is to take clear, accurate minutes of area committee meetings and distribute those minutes to all committee participants within a reasonable period of time after each meeting. In the process of keeping the minutes of each meeting, secretaries should regularly update a log of area policy actions. The log lists motions the committee has passed regarding the activities of administrative officers and subcommittees. These motions should be listed chronologically under a heading for the officer or subcommittee they affect. Secretaries should have copies of the most recent printing of the log of policy actions available for new GSRs and should periodically distribute updated versions to all area committee participants. Because most secretaries mail minutes to area committee members, they need to keep an updated list of participants' addresses. With their committees' permission, they should mail copies of these lists once or twice a year to the World Service Office. These lists will make it possible for the WSO to provide groups, subcommittees, and administrative officers with current information pertinent to their areas of service.

JANUARY 15, 2006

- Phonline policy Consensus: To take down the discussion board and replace with a list serve for a Montana meeting.
- It was clarified that we purchase literature from Northern California, rather than the World Service Office because we get a better discount.
- Elections – Nominations open for Vice-Chair, Secretary and Treasurer. Rick noted the Vice-Chair is an ad-hoc member of the subcommittees in order to learn what is going on in the Region before they become Chair. It was noted that the job descriptions in the policy log need to be rewritten. Dawn will work on Vice-Chair and Chair and Rick will work on the rest of them. Dawn asked that the information be brought back to areas that nominations are open. These are considered "resource" positions and can be filled by RCMs. The Vice-Chair will only serve for one year since the previous vice-chair resigned before his term was up. The literature chair will open in two years and is a three year term. This year the Secretary and Treasurer will be voted on. The Chair will serve for one more year in order to have staggered terms.

OCTOBER 16, 2005

- Consensus: A Steering Committee for Regional Events is needed. An ad hoc committee was suggested.
- Setting up a permanent rotation for regional meetings and assemblies – Rick G. said Region committed to holding assemblies even if there is no Area committee

MRSC POLICY LOG

in the town. Dawn P. said rotation would be for the Fall and Spring Assemblies. The Winter Assemblies will rotate between Area 1 and Area 2. Rose pointed out that the Flathead Campout may change and it may not always be possible to have that as a permanent solution for the summer RSC. The proposal will be attached to the minutes. Rick proposed that Area 8 be part of the winter rotation. Area 5 will be asked if they want to be in the permanent rotation. For Areas 1, 6 and 8, the regional committee will be organizing the event. Rick H. thought the campout will still be held in 2006, so we would not have to worry about that yet. Rick then proposed we move Area 8 to Winter 06/07.

- Consensus: to adopt the rotation as changed.
- Prude G. suggested the steering committee will handle putting on the assemblies when there is no Area committee. The ad hoc committee will handle it until there is an events steering committee formed.
- RMZF
 - o Proposal 1 – fully participating member:
 - Support or question the budget
 - sending RD and/or RDA
 - o Proposal 2 – completely withdraw from the RMF
 - o Proposal 3 – Limit participation to WSC and when RMF is held in Montana w/minimal budget.
 - o Proposal 4 – Ostrich – do nothing.
- Prude G. defined forums as an assembly of regions. Rose said the forum wants input from areas about topics for workshops, problems and solutions. Rick said if we want to be part of the RMF we have to be part of writing the guidelines.
- Consensus was we were not ready to adopt Proposal 1. There was no consensus to withdraw today. We decided on a limited ostrich.
- Dawn proposed not sending funds to RMF – send RD to RMF CAR workshop and inform the RMF of our current decision. Region will give \$150 for gas for a group to travel.
- Changing the name of the Region – consensus to not.
- Policy change - Money requests over \$500 have to go to Areas excluding raising the prudent reserve.
- Literature – increase shipping to 7% due to price increase for shipping from NCR. Approved.

JULY 17, 2005

- There will be a decision made at the fall assembly whether to have a permanent events steering committee.
- The budget for new items are subject to approval by the areas.
- Assemblies: If subcommittees have met in the interim
 - o Brief introduction to NA service
 - o Service workshops on Concepts, Traditions, Group Service, Area Service,
 - o and/or Regional service tailored to needs voiced in Area and Group concerns from previous Assembly. Clarification of service position duties and expectations when needed.
 - o Group Assembly – same as 2 b.

MRSC POLICY LOG

- Consensus: A friendly amendment was added – should subcommittees not be able to meet in the interim, they are responsible to get together on Friday prior to the Assembly.
- After considerable discussion consensus was for the \$400 OTO for Literature and the increase to the prudent reserve. New language was proposed for policy that any expenses over \$500 would have to go back to areas excluding increases to the prudent reserve. The policy language will be taken to areas.

APRIL 10, 2005

- We will use the guide to local service to reference for job descriptions.

DECEMBER 3, 2004

- Policy: Grievance must be received in writing one week prior to a regional meeting by Chair, RD and or Alternate RD and put on the agenda. Notice will be made to all parties by Chair. Grievance resolution becomes a permanent item on the agenda.
- Policy Decision – Dawn Clarified that areas would be referred to as active or inactive. The decision is if areas are on inactive status we would like to keep their information current with World Services. Consensus was to adopt the policy.

SEPTEMBER 19, 2004

- Consensus to fund RDA by raising funds.
- Area PI chairs are automatically members of the Regional PI Committee but are not required to attend every meeting. They should receive all information and send reports to the PI committee.

JULY 18, 2004

- Outreach – consensus reached to disband the outreach committee and go back to the previous outreach effort. Region will continue to fund.
- Major money issues – A question was raised and it was thought policy was that anything over \$500 would have to go back to areas. This policy will be taken back to areas and affirmed at the assembly.
- Elections – After discussion it was agreed to clarify that the RD and RD Alternate need to be affirmed at the Fall Assembly. At that time they will need to re-qualify. Nominations for RD Alternate area open until elections at the Fall Assembly.

MARCH 6, 2004

- Elections: Nominees qualify themselves and candidates leave the room for voting process.

DECEMBER 6, 2003

- Webservant becomes part of PI Committee
- Elections – When a person isn't elected by acclamation, voting members will be all Regional Committee members. (This includes RCMs and Regional offices and Subcommittee Chairs). In case of a tie the Chairperson votes. All nominees will give a resume of their service at the time of elections.

MRSC POLICY LOG

- Clarification on hosting Assemblies – All money collected at the assemblies goes to host area; money above expenses goes to region up to \$100.00. All monies above the \$100.00 goes host area; host area provides accounting of income and expenses at RSC meeting.
- Policy on ending discussion – Chair or any Regional committee member including officers and Subcommittee chairs can move to end the discussion and move on.

OCTOBER 5, 2003

- Motion and consensus – 10% above prudent reserve after expenses and deposits at the time of each quarterly RSC meeting is WSC contribution.

JUNE 16, 2003

- Area 8 is recognized- Butte and Anaconda
- Gathering guidelines accepted as a work in progress
- Revision to be made to aforementioned guidelines that the Gathering Hosts and Chairs be elected at the RSC following the Gathering
- After Gathering there will be a quick Gathering wrap-up and RSC to be scheduled two weeks later. FYI- Sandy H. mentioned having it at their campout- I like that idea.
- Gathering Guidelines adopted – Gathering hosts chair to be elected at the RSC following the Gathering.
- Wrap up meeting to be held after the Gathering with the RSC two weeks later.
- H&I budget adopted of \$500/year.
- Adopted to increase literature fund by \$500.00

MARCH, 2003

- No Changes- but again clean time requirements is mentioned but not formalized

DECEMBER 12, 2002

- Discussion began but was not completed regarding clean time requirements for Treas., Lit., Chair., Sec., etc.
- It was decided to set aside \$1200 as a regional prudent reserve to be revisited periodically as budgets change.
- Regional meeting policy –
 - o Instead of 2 assemblies there will now be three—Fall, Winter and Spring. The fourth yearly regional meeting will be held at the Gathering.
 - o Host area has access to \$100.00 start up fund to be replaced if possible. Any funds raised above \$100.00 belongs to host area.
 - o Part of hosting the assembly is to provide a meeting place with ample time to hold regional meeting on Sunday. The meeting place is to be as low cost as possible and needs to provide privacy.
 - o 7th Tradition will be collected at every RSC to help offset the cost of the meeting place.

MRSC POLICY LOG

- o It is the subcommittee chair's responsibility to contact host area with a request for time for their subcommittee meetings to be held on Saturday. Subcommittee meetings are H&I, PI, Gathering.
- o The area will schedule time for a group assembly and RD report

OCTOBER 6, 2002

- Area 7 is formalized- Bozeman and Belgrade
- Helena remains Area 2
- From here on the Assemblies will be referred to as the Fall, Winter, Spring Assembly of the Montana Region of Narcotics Anonymous.
- There will be separate H&I and PI subcommittees.

JUNE 16, 2002

- Area 2 Splits
- Decision was made to move toward Cell Phones for statewide phonenumber.

MARCH 10, 2002

- No Changes

DECEMBER 9, 2001

- Regional Positions of Chair, Secretary, and Treasurer are two year positions
- Literature and RDA are to rotate alt. years – Also two year positions
- Chair, Sec., and Treas. Were elected spring of 2002 will rotate spring of 2004
- RDA and 2RDA were elected were elected at the Fall Assembly in 2002. Will be open Fall Assembly 2004. These positions are filled at group assemblies correct?
- Literature was elected in March of 2003. Will be open in spring of 2005

JOB DESCRIPTIONS FOR THE MONTANA REGION OF NARCOTICS ANONYMOUS

CHAIRPERSON

The chairperson is responsible for facilitating committee meetings, assisting secretary in preparation of agenda, and various administrative duties. The chairpersons' primary tools are the short form rules of order, which appear in the back of the guide to local service, a firm hand, a calm spirit, and a clear mind. Attends all RSC Meetings.

TREASURER

The treasurer maintains checking account for regional service committee. Makes deposits and pays expenses including: 800#, answering service, and writes any checks requested by the committee. He or she also balances the bank account with monthly bank statements, keeps good simple records, and regularly provides financial reports to the region at each regional meeting, and attend all MRSC meetings or provides a report if absent.

SECRETARY

Secretaries handle all of their committee's paperwork. His or her first responsibility is to take clear accurate minutes of MRSC meetings and to distribute them to all committee

MRSC POLICY LOG

participants within a reasonable period of time after each meeting. Also the secretary needs to keep an updated list of all participants' addresses and if committee agrees, mail this to WSO twice a year. This will make it possible for WSO to provide groups, subcommittees, and administrative officers with current information pertinent to their areas of service.

LITERATURE

The literature chair maintains a stock of NA books and pamphlets that can be purchased by areas and groups. He or she is also responsible for the MRSC Literature committee's funds and for inventorying, ordering, and paying for literature for the regional stockpile from the literature funds. He or she also transports, displays, and sells literature at regional events and regional meetings or arranges for transport and display. Literature chair presents reports to the MRSC at all regional meetings or sends a report in advance.

SEPTEMBER 23, 2001

- Webmaster changed to Webservant
- Archivist discussed
- New groups will be requested to go to Areas first for starter packs. If the area is unable to provide this they can request a starter pack from Regional Literature. The Regional Treasury will reimburse the Regional Literature for this.
- Clarification of consensus and voting
 - o As a committee we function by consensus. If an issue is sent back to areas for a vote, we consider the issue as sent back to Areas at the next RSC.
 - o Who can vote? Unanimous decision of RCMs: All Regional Committee Members will have a vote and absentee and proxy votes will be accepted. For a list of options refer to the July 14, 2001 minutes.
 - o To give Regions conscience to the RD, the car will be voted on at group assemblies
- It was decided "As a committee we function by consensus." If an issue is sent back to areas for a vote, we vote on them as sent back to areas at the next RSC meeting.
- Option D was adopted: All regional committee members will have a vote and absentee and proxy votes will be accepted.
- Region's conscience for delegate to take to world: We will vote on CAR at the assembly meeting prior to the WSC.
- Regional Archivist consensus – Rick H. has archives and secretary will save all files on disk, backup disk, and hard copy. It was discussed to have archives of all existing regional documents on line. It was also discussed to have a history of NA in Montana online.
- Consensus reached for a prudent reserve of three months operating expenses. Exact amount will be revisited as expenses change.
- Consensus reached to request that new groups get starter packs from areas when able. If area is unable to supply a starter pack then a group may request one from Region. Region will then reimburse the Regional literature fund.

MRSC POLICY LOG

JULY 14, 2001

- There was a consensus that there is no need to vote on ongoing expenses. It was decided that a proposal would be submitted in these minutes for who votes on money matters and policy changes.
 - o Any NA member present at the Regional meeting has a vote.
 - o One vote per area. Proxy and absentee votes will be accepted.
 - o All Regional Committee members.
 - o For all Regional Committee members proxy and absentee votes would be accepted.
- Regarding the question of what will constitute a quorum; it was decided that regional meetings will be held when scheduled period. Areas are given the opportunity to have their vote, via an absentee vote sent or a proxy, if RCMs are unable to attend. Items sent out, as agenda items in the previous minutes for vote will be voted on at the next regional meeting.
- Holding each other accountable: A consensus was reached that 2 absences without notification or reason is a resignation.

MAY 20, 2001

- No Changes

FALL ASSEMBLY 2000

- There was consensus to maintain the region with three main financial efforts: the statewide phone line, the Website and the region P.O. Box

SEPTEMBER 24, 2000

- It was decided to “continue to maintain a Regional stockpile and shift some of its focus more to providing H&I/PI support for literature to areas. The literature person will stamp literature with the 800# and website address.

JULY 9, 2000

- Again no changes but of interest: Gathering discussed need for merchandise guidelines.

MARCH 1, 2000

- NO policy changes- but of interest was need to develop a regional speaker list.

OCTOBER 3, 1999

- No changes

APRIL 11, 1999

- No Changes

NOVEMBER 1, 1998

- Meetings held via phone conference.
- Glendive forms Area 6

MRSC POLICY LOG

JULY 25, 1998

- The Guide to Local Service adopted by the fellowship of Narcotics Anonymous was approved by the Montana Regional Service Committee at the winter 1998 meeting. (11/1/98) One of the changes was to have two group assemblies meetings per year. All GSR's from all groups and all interested addicts should attend as well as Regional Delegate and Alternate and RCM's.
- Committee established "the need to record precedents." A precedent will stand until the committee agrees to change it.
- The Committee established a regional mailbox. (P.O. Box 36, Helena, MT 59624)
- Precedent – 1 signature needed to write checks on bank account.

JULY 7, 1998

- Two group assemblies per year

MARCH 15, 1998

- No policy changes occurred