PACIFIC CASCADE REGIONAL ADDITIONAL NEEDS
Sub-Committee Guidelines

ARTICLE 1 NAME

The name of this sub-committee shall be the Pacific Cascade Region Additional Needs Sub-Committee, hereafter refereed to as ANC.

ARTICLE 2 PURPOSE

1. To help members, Groups, Areas, and Sub-committees of the Pacific Cascade Region, and Narcotics Anonymous, with any needs that are not covered by other standing Sub-Committees. This shall include, but not be limited to, accessibility issues, interpreters, collection and distribution of information, Outreach Resources, and other issues that the Pacific Cascade Region Service Committee deems appropriate.
2. To help other standing Sub-Committees and/or Ad Hoc Committees when directed by the PCRSC or when asked by other sub-committees or ad hoc committees.

ARTICLE 3 MEMBERSHIP

Membership of this committee is open to members of Narcotics Anonymous. It is suggested that members have a working knowledge of the Twelve Traditions, and the Twelve Concepts, of Narcotics Anonymous.

ARTICLE 4 ELECTED OFFICERS DUTIES

1. Chairperson
   - I
     a. Must have at least two years continuous clean time.
     b. Understand the Rules of Order adopted by the PCRSC
     c. Writes and has available agendas for meetings, presides over meetings and keeps them focused on agenda and flowing in a timely manner.
     d. Shall turn in a written report to the Regional Secretary at each PCRSC meeting.
     e. Compile a list of people and/or organizations to contact for assistance with Additional Needs. Keep this list updated and available to all who ask for it, and make sure it is fully understood by the new ANC officers when elected.
   - II The chairperson shall answer all questions put to them, in a timely manner if they do not know the answer when asked. This will include people and/or organizations that can help the person asking the question. In following this duty the Chairperson shall make available their phone number and email address.

2. Vice-Chairperson
   a. Understand the Rules of Order adopted by the PCRSC

b. Be the liaison between the ANC and other committees it is working with.
c. Fill in for the Chairperson during her/his absence.

3. Secretary
   a. Records minutes at ANC meetings and mails them to members within three weeks of meetings
   b. Archive previous minutes, motions, etc.

4. Treasurer
   At the formation of the ANC a treasurer is not needed. Reimbursement of monies spent will be asked of the PCRSC, and expenses for any projects presented to the committee will be asked for when necessary.

ARTICLE 5 NOMINATIONS AND ELECTIONS

Nominations for ANC officers will be held in April and voted on in July.

ARTICLE 6 SUGGESTED AGENDA FOR ANC MEETINGS

1. Open with a moment of silence followed by the Serenity Prayer.
2. Read the Twelve Concepts of Narcotics Anonymous.
3. Roll call and introductions.
4. Read, and amend if necessary, the minutes from the previous meeting.
5. Officer reports
6. Area reports
7. Open discussion
8. Old business
9. New business
10. Announcements
11. Close with group hug and Third Step Prayer