

# Policy Committee guidelines

## Responsibilities

1. Research and seek guidance in gaining a better understanding of the 12 Traditions, 12 Concepts of NA Service, World Service Guidelines, Bulletins, and other information as it is developed.
2. Develop proposed ASC guidelines to be considered for approval by NASU groups
3. Compile and, maintain all approved guidelines
4. Maintain past and present motion lists organized by position and committee
5. Review al, past and present motions (and all other business) that requires clarification
6. Meet as often as necessary to facilitate NASU business
7. Attained the NASU ASC and provide a written report for inclusion in the area minutes
8. Schedule committee meetings, set an agenda, and send a report to the NASU ASC secretary

## Chair Qualifications:

1. Two-year clean time requirement
2. Working knowledge of the 12 Steps, 12 Traditions, 12 Concepts, and parliamentary procedure
3. Prior ASC experience or regional service
4. Willingness and patience to work with others
5. Ability to give time and resources to the position
6. This is a two-year commitment

## Vice Chair Qualifications

1. One-year clean time
2. Assume the chairperson's responsibilities in their absence

## **Secretary Qualifications:**

1. Six months clean time
2. Maintain committee reports and minutes