

# **Narcotics Anonymous of Southern Utah**

## **Storage Facility Guidelines**

### **Guidelines and Procedures**

#### **Article I. Definition and Purpose**

The Storage Facility Position of Narcotics Anonymous is a position of the Area Executive body of the Narcotics Anonymous of Southern Utah Area Service Committee (ASC.) It is housed in the Area Executive body of the ASC, as a non-voting member. It is made up of volunteer members from Narcotics Anonymous groups specifically for the fellowship. The primary objective of the storage facility coordinator is to maintain a clean and well-organized storage shed throughout the year.

#### **Article II. Duties and Responsibilities**

- Post-Event Procedures
  - After each event, ensure that all borrowed items are promptly returned to their designated storage locations. Additionally, dispose of any perishable items or opened products.
- Sign-In and Out Process
  - Implement a sign-in and out sheet for all activity personnel to complete after each event.
- Quarterly Inventory
  - Conduct a thorough inventory of all storage items on a quarterly basis, specifically in the months of May, August, November, and February. During this time, also dedicate efforts to clean the storage floor.
- Safety Considerations
  - For items utilizing gas or other flammable products, prioritize their secure storage. Furthermore, assume responsibility for the maintenance of such equipment
- Combination Locks
  - Change the combination locks on storage units annually, ideally within two months of the election period.
- High-Value Items
  - Items valued at \$100 or more should be securely locked and secured separately.
- SUACNA Banners
  - Ensure that all SUACNA banners returning from conventions are properly stored in storage tubes.

#### **Article III. Positions and Duties**

All candidates for elected office must meet the qualifications stipulated in these guidelines. An officer may resign at any time. Officers may succeed themselves by reelection only one time. Nominations for officer positions will take place in February of each year. Requirements and qualifications for the positions are as follows: (Minimum of years clean):

- I. Chairperson.....Two years clean/Two-year position  
 II. Co-Chairperson.....Two years clean /One-year position

- Willingness to give the time and resources.
- Reliable transportation is recommended.
- Active participation in Narcotics Anonymous.

### **CHAIRPERSON RESPONSIBILITIES**

- Two (2) years clean time.
- Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- Keeps informed of the activities of the sub-committees, and be aware when/if events conflict with other NASU events.
- Executes judgment without giving personal opinions.
- Because the Chair is a position in the Executive body Narcotics Anonymous of Southern Utah Area, the Chair should not sit on the Executive Committee of ASC, to avoid spiritual conflict.
- Brings written report to Area.

### **CO-CHAIRPERSON RESPONSIBILITIES**

- One (1) year clean time.
- Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- Will act as Chair when the Chairperson is not available.
- Works closely with Chairperson to share responsibilities for the area.
- Co-chair attends Area if Chair is unable to attend.

## **Article IV. Removal of an Officer**

If an officer does not fulfill duties required as described in Article III, that member will be notified in writing of the meeting at which removal from office will be discussed and voted upon. At that meeting, the Member may present statements to the ASC body in an effort to retain the position. Removal will occur if so voted by majority of the Members present at the meeting.

- Any Elected Member who fails to attend TWO of the last THREE regular ASC meetings without being excused by the Presiding Member from attending, will be considered for removal.
- Relapse is grounds for automatic removal from the position

## **Article V. Annual Accounting**

- Each calendar year, a full and complete account of the condition of the Subcommittee shall be made to the Members. The annual accounting shall take place at the Annual Meeting for the preceding year.
- All financial transactions shall be reviewed annually by a Subcommittee Audit Committee in conjunction with the ASC Treasurer.

## **Article VI. Other Requirements**

Statement of Accountability regarding Funds and/or Merchandise:

As stated in the Twelve Concepts, a single point of accountability should be clearly defined. In keeping with this concept, when funds or merchandise are transferred from one person to another, a written record, such as Sign In sheet will be filled out and kept in a manner which can be readily accessed. The nature of the exchange will be clearly defined in the written record.