



In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government. 12th Concept for NA Service

Section 1 - PURPOSE OF THE AREA SERVICE COMMITTEE (ASC)

This section defines our purpose—the reason we exist. Our purpose is based on NA’s 5th tradition, “Each group has but one primary purpose—to carry the message to the addict who still suffers,” and the 12th step,” we tried to carry the message to the addict who still suffers”. Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery—that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live.

Mission Statement:

The primary purpose of the TVASC shall be to serve and to support the groups and subcommittees common to the welfare of Narcotics Anonymous, by communicating the needs and problems and organizing ourselves so that we may better carry the message to the addict who still suffers. Narcotics Anonymous groups shall be defined as stated in the Guide to Local Services.

The Tualatin Valley Area is the point of decision for our combined groups, and it is directly accountable to them in its actions, “The final responsibility and authority for NA Services rests with the NA Groups.” (2nd Concept)

- 1.1. The name of this assembly shall be the Tualatin Valley Area Service Committee of the fellowship of Narcotics Anonymous, hereafter referred to as the TVA or ASC.
- 1.2. The geographical boundaries of the ASC are the exterior boundaries of Washington County however exceptions may be made if a group outside Washington County desires to be a member of the ASC.
- 1.3. The purpose of the ASC is to be supportive of the ASC’s groups and their primary purpose, associating a group with other groups locally and by providing services as needs arise. Helping a group deal with its situations and needs, always remembering that each group has but one primary purpose: to carry the message to the addict who still suffers.
- 1.4. The ASC receives its authority from the NA groups of the Tualatin Valley Area. The ASC shall be directly responsible to the groups of the TVA in all its actions.
- 1.5. The ASC, its officers and sub-committees shall not make any decision, pass any proposal or take any actions that conflict with the Twelve Traditions, Twelve Concepts, and Twelve Steps of Narcotics Anonymous.

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- 1.6. The ASC shall comply in all its actions with the following documents in order of priority as listed below:
- a) The Twelve Traditions, Concepts, and Steps of Narcotics Anonymous
 - b) The current Guidelines of the ASC
 - c) Any special rules of order the ASC may adopt. (Major Proposals)
 - d) A Guide to Local Services in NA, and conference approved service handbooks
 - e) Past ASC Proposals
 - f) Appendix A - A Model for Consensus Based Decision Making
 - g) Roberts Rules of Order (Short Form)

Section 2 - MEMBERSHIP & COMMITTEE MEMBERS

Although anyone can be a member of Narcotics Anonymous as long as they have “a desire to stop using” (3rd Tradition), the Area Service Committee is established by the groups as a means to express the group’s conscience on issues that affect other groups, the TVA and NA as a whole. Therefore, membership in the ASC is limited to those trusted servants selected by the groups to represent them. However, any interested member may attend the ASC.

- 2.1 Any Narcotics Anonymous member or interested person may attend the ASC meeting.
- 2.2 Voting and decision making at the ASC shall be restricted to Group Service Representatives (GSR’s) or group designees, and to other ASC members as permitted by these guidelines.
- 2.3 The members of the ASC are all ASC Executive Committee members, Permanent Sub-Committee Chairs, Directories Chair, Treasurer in Training, GSR’s or group designates.
- 2.4 The Executive Committee members of the ASC are the Chairperson, Vice-Chairperson, Secretary, Treasurer, Regional Committee Member, Alternate Regional Committee Member, Metro Committee Member and Alternate Metro Committee Member. These members shall perform their duties as described by these guidelines and by A Guide to Local Services in NA.

Section 3 - AREA SERVICE COMMITTEE MEETINGS

The ASC is a resource for groups to seek input on a variety of service-related issues and support for their group. The open forum sharing session provides a way to discuss issues in an informal setting. Ideally, this helps to achieve consensus when decisions need to be made in the business portion of the ASC meeting. It is also an opportunity for any committee member to receive information on service related issues that they would like guidance on. Our Area Committee’s establish times and places to meet that accommodate the needs of the groups and other trusted servants.

- 3.1 The ASC shall meet in regular session at a time and location previously selected by the ASC.
- 3.2 Workshops, Learning Days or any other major TVA committee meetings or events will be established and approved by the ASC.
- 3.3 All permanent sub-committee meetings (Literature, Hospital and Institutions, Public Information, Activities) shall meet monthly with the time and place to be scheduled by the respective sub-committee chairperson in cooperation with other group sub-committee members.

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- 3.4 TVA shall include introduction and welcomes to new trusted servants at the beginning of the ASC meeting and schedule a group forum/open discussion prior to new business at each ASC meeting.
- 3.5 All TVA ASC meetings are non-smoking.

Section 4 - DECISION MAKING

As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group conscience (2nd Tradition). In the event we cannot reach consensus, we utilize a simplified version of Roberts Rules of Orders as printed in A Guide to Local Services in NA to reach our decision. One of the reasons we try to achieve consensus is it insures that we follow our 9th Concept, "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." By carefully discussing and respectfully listening to all points of view we try to make sure this happens at the ASC. The reason all committee members are allowed to vote on many decisions is the 7th concept, which states, "All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes." The reason we limit voting to GSR's on old business, guideline changes and proposals to refer or table to groups is to adhere to the 2nd and 3rd concepts which state, "The final responsibility and authority for NA services rests with the NA groups," and "The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it." We believe that when a decision is so important it needs to go back to groups for a group conscience, only the groups should participate in that decision. When a decision goes back to groups for guidance, any ASC committee member can participate in their home groups conscience insuring that their voice is heard through their GSR.

- 4.1 All Area proposals and decisions except elections will first be considered using consensus-based decisions. For the ASC's purposes, the process for consensus-based decision-making allows for points of view to be heard and fairly considered within the ASC. If at the end of discussion the ASC has not reached agreement, those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters where the dissenters cannot assent to the majority, a decision will be reached using these guidelines and the short form of Roberts Rules of Order from A Guide to Local Services in NA.
- 4.2 All guideline changes, elections, old business (including CAR motions), and any proposals to refer or table to groups for a group conscience will be decided by GSR's only. Voting members (in decision-making during new business, elections, and all other ASC decisions except those exceptions listed above in this section.) include 1) Standing Subcommittee Chairs, and 2) the following members of the Executive Committee: the ASC Vice Chairperson, Secretary, Treasurer, Treasurer in Training (in absence of Treasurer), Regional Committee Member (RCM), Alternate Regional Committee Member (in absence of RCM), Metro Committee Member (MCM), Alternate Metro Committee Member (in absence of MCM). The Area Chairperson votes only in case of a tie.
- 4.3 No ASC member will be permitted more than one vote in any decision, regardless of how many positions they hold, or groups they represent.

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- 4.4 The order of succession for GSR's at the ASC shall be:
- a) Group Service Representative (GSR)
 - b) Alternate GSR
 - c) A member of the group designated by the group
- 4.5 A quorum for the purpose of the ASC meeting shall consist of one half or more of the GSR's or group designees recognized as voting members.
- 4.6 A group will be considered a voting member (for quorum purposes only) if they were present during the final roll call at the end of any 2 of the last 3 ASC meetings. Additionally, as soon as a group is present, their GSR or representative may immediately and fully participate in all ASC decisions. A group will no longer be considered a voting member (for quorum purposes only) if it's designee is not present and has been absent from ANY two of the last three ASC meetings.
- 4.7 A quorum must be present to make any decisions or to hold any elections.
- 4.8 A consensus of voting members present is required to pass an ASC proposal or to elect an ASC officer or Sub-Committee Chairperson. A consensus is defined as 51% of voting members provided that no more than 1/3 of voting GSR's stand aside.
- 4.9 The Chairperson or Acting Chairperson shall act as a neutral party and refrain from active debate on
all proposals.
- 4.10 Any member of Narcotics Anonymous may make a proposal or nomination and participate in discussion. An ASC member must second all proposals and nominations.
- 4.11 New proposals must be submitted prior to the beginning of new business. Proposals may be amended or withdrawn at any time prior to voting.
- 4.12 All proposals must be submitted to the Chairperson in writing to insure accuracy. The Secretary will
keep a copy of all passed or failed proposals.
- 4.13 The bi-annual CAR motions contained in the Conference Agenda Report (CAR) and old business will be decided by a simple majority of GSR's.
- 4.14 A two-thirds majority vote is required to pass a proposal for guideline changes or for removal of a trusted servant from office.
- 4.15 Any proposal to change the area guideline must refer to the section and line item of the guidelines to be changed.
- 4.16 The ASC shall hold no votes on proposals that were sent to groups if the proposal was not properly included in the previous month's minutes.

Section 5 – ELECTIONS

In our election process we use the 4th concept, "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."

- 5.1 Elections shall be held annually in February for all ASC positions. Any vacancies prior to February will be filled on a temporary basis until elections in February. Nominations for February elections shall be submitted during the preceding December ASC
- 5.2 All ASC Officers are elected for a term of one year.
- 5.3 No ASC member shall hold more than one ASC office or chair a permanent ASC subcommittee while holding an ASC Office, except where a member of the Administration

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Committee (Chair, Vice-Chair, Secretary, Treasurer) may temporarily fill the vacant position until an election can be held and the position filled.

- 5.4 No ASC Sub-Committee chair shall chair more than one ASC sub-committee; however, they may be a member of another sub-committee.
- 5.5 No member shall be allowed to serve as a Group Service Representative (GSR) and Area Officer simultaneously, furthermore it is suggested that no GSR serve as a permanent Sub-Committee chair while serving as GSR.
- 5.6 No Area Officer shall be eligible to serve more than two consecutive full terms in the same ASC office.
- 5.7 An ASC Trusted Servant may be removed from their office for non-compliance only after the person has been notified by either letter or phone call from the ASC Chairperson or designee stating that concerns about their fulfillment of service responsibilities have been raised. If a member who is the subject of a proposal to be removed from office is present, and can address the concerns of their fulfillment of their service responsibilities raised by the maker of the proposal, a letter or phone call will not be required. Non-compliance includes but is not limited to:
 - a) Loss of abstinence from drugs
 - b) Failing to perform the duties of the position
 - c) Three consecutively missed ASC meetings
 - d) Misappropriation of NA funds
- 5.8 All nominees for an ASC Executive Committee or Subcommittee Chair position will submit a service resume for review by the GSR's and/or groups.
- 5.9 During elections of the ASC trusted servants the nominees shall leave the room following all discussion and prior to voting.

Section 6 – SUBCOMMITTEES

Just as groups create an ASC to help them fulfill their primary purpose, the ASC creates subcommittees to do the actual work involved in delivering direct services for the purpose of carrying the message to the addict who still suffers. Our use of sub-committees is based on the 9th tradition, the creation of "service boards or committees directly responsible to those they serve."

- 6.1 The ASC may establish sub-committees from time to time to carry on the work of the ASC. These sub-committees shall perform their duties as described by these guidelines, ASC approved sub-committee guidelines, A Guide to Local Services in NA, Twelve Concepts of Narcotics Anonymous for Service, and any sub-committee handbooks approved by the World Service Conference of Narcotics Anonymous.
- 6.2 Permanent sub-committees shall be formed by approval of the voting members of the ASC. The permanent sub-committees shall include the following:
 - a) Hospital & Institutions (H & I)
 - b) Public Relations (P.R.)
 - c) Literature
 - d) Activities
 - e) Outreach
 - f) Phone Line
- 6.3 The ASC Chairperson may appoint special sub-committees or they may be formed by an approved proposal of the voting members of the ASC. These special subcommittees include but are not limited to the

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following:

- a) Ad-hoc (specific situation).
 - b) Select (usually research).
- 6.4 All sub-committee Chairpersons shall attend and submit a written report at the regular ASC meeting, and all sub-committees must reserve and announce meeting times and places at least one month in advance, in time to announce each meeting at the preceding ASC.
- 6.5 Each subcommittee will designate a minimum of one representative to their respective Metro and regional subcommittees.

Section 7 - FINANCIAL RESPONSIBILITY

The basis of this section is the 11th concept which states "NA funds are to be used to further our primary purpose, and must be managed responsibly." We believe that to manage our money responsibly we must have safeguards and financial controls in place to insure that the funds we are entrusted with are used to further our primary purpose. We also recognize that it is impossible to protect all our money in every circumstance, so we must trust that the people we have carefully selected to handle our money will do so responsibly.

- 7.1 The TVA will establish only one ASC checking account for all funds.
- 7.2 The TVA will use a calendar year (June thru May) for its fiscal year.
- 7.3 All monies accumulated from group contributions, literature sales, activities and all other sources shall be maintained and deposited in the TVASC checking account.
- 7.4 All disbursements shall be made by a check issued by the Area Treasurer following receipt of an approved check request or budget request form.
- 7.5 All deposits to the ASC checking account shall be made as soon as possible.
- 7.6 Whenever Area funds in excess of \$100 are expected to be received, (such as a dance or banquet) two trusted servants should be present to receive the money.
- 7.7 All TVA Area Sub-Committees shall establish cash handling procedures as part of their approved sub-committee guidelines.
- 7.8 The ASC checking account shall require a minimum of two signatures on any check in excess of \$200. Checks must have "Two Signatures Required in Excess of \$200" preprinted on the checks.
- 7.9 All expenditures from TVA accounts will require one of the following documents to be presented to the Treasurer:
- a) A bill from an approved vendor for regular monthly bills approved in the ASC budget.
 - b) An approved budget request form. Subcommittee budget requests should be signed by the Sub-Committee Chair or Sub-Committee Vice-Chair whenever possible.
 - c) A check request form for non-budgeted expenses. These should be accompanied by receipts unless the ASC approves pre-payment of expenditures.
- 7.10 The signers for the TVASC checking account shall consist of the Area Treasurer, Area Chairperson and Area Vice-Chairperson.
- 7.11 The bank statements for the TVASC Main Account will be mailed to the ASC's PO Box, reviewed, reconciled and maintained for the purpose of record keeping by the Area Treasurer. These records will be available to any ASC officer immediately upon request.
- 7.12 In case of absence, or if the Area Treasurer office is vacant the Area Chairperson or acting Area Chairperson may appoint an acting Area Treasurer.

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- 7.13 A prudent reserve for the ASC, all Literature expenses, Activities expenses and all other expenses will be maintained in the ASC checking account.
- 7.14 The ASC checking account will be audited annually for the preceding fiscal year with a report to be prepared by the Area Vice-Chair and presented at the February ASC.
- 7.15 The TVA shall utilize the following spending guidelines and pay expenses as prioritized below:
- a) Payment of ASC debts or expenses outside the fellowship of Narcotics Anonymous.
 - b) Payment of ASC debts or expenses within the fellowship of Narcotics Anonymous.
 - c) Approved budgets of ASC sub-committees and officers.
 - d) All other expenses approved by the ASC.
- 7.16 The Area Treasurer is responsible for insuring that the TVA complies with all Federal, State, and local laws and tax regulations.
- 7.17 The Area Treasurer shall reconcile the area checking account monthly and submit a written monthly statement itemizing all income and expenses from the preceding month and provide all current fund balances. The Treasurer shall also submit an annual financial statement for the preceding year at the January ASC meeting summarizing all income and expenses from the previous fiscal year.
- 7.18 The Area Treasurer shall provide a receipt for all donations made to the Area.
- 7.19 The TVA shall adopt a budget for the coming fiscal year at the May ASC meeting.
- 7.20 A prudent reserve will be established at the May ASC for the coming fiscal year. The prudent reserve will equal either \$500 or two months total budgeted expenses whichever is greater.
- 7.21 Each standing TVA Sub-Committee Chair and each TVA officer shall submit a budget request at the April ASC meeting.
- 7.22 Using approved budgets for all standing TVA Sub-Committees, TVA Officers, monthly meeting rent, and any other TVA expenses; the ASC shall determine a projected monthly budget amount for the current fiscal year.
- 7.23 An amount equal to the balance of the general fund (after all current financial obligations have been met), plus the total of the group contributions from the previous fiscal year shall be used as a guideline in determining the amount of the budget for the current fiscal year.
- 7.24 The Area Treasurer shall review the TVA financial records in January, April, July and October following the monthly ASC meeting to determine the amount of excess funds available in the TVASC checking account. Excess funds are those funds available after the ASC prudent reserve, literature fund, activities fund, one months budgeted funds and other encumbered funds are deducted from the total available in the TVASC checking account.
- 7.25 All excess funds shall be passed on quarterly following the January, April, July and October ASC meetings. Fifty percent of excess funds shall be passed to the Pacific Cascade Region of Narcotics Anonymous and Fifty percent of excess funds shall be passed on to Narcotics Anonymous World Services.
- 7.26 TVANA Activities subcommittee shall not plan or authorize any event that does not have a reasonable expectation of recuperation of funds provided from the ASC treasury. A "recuperation of funds" being defined as the mathematical difference between expected income and planned expenses shall be greater than or equal to zero (i.e. expected income - planned expenses \geq zero).

Section 8 - TRUSTED SERVANTS

"For our group purpose there is but one ultimate authority—a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern." (2nd tradition). Being of

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service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as a TVA trusted servant. Our groups have shown their trust in these individuals by, “delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it.” (3rd Concept). We trust our trusted servants.

8.1 Area Chairperson

- a. Working knowledge of Twelve Traditions, Twelve Concepts, Area Guidelines and A Guide to Local Services in NA
- b. Demonstrated ability to run a business meeting using consensus-based decision making and Roberts Rules of Order
- c. Attend monthly ASC
- d. Chair monthly ASC business meeting
- e. Prepare agenda for ASC meetings
- f. Coordinate Guideline review bi-annually in June
- g. Minimum of 3 years clean

8.2 Area Vice-Chair

- a. Working knowledge of Twelve Traditions, Twelve Concepts and Area Guidelines
- b. Assist in coordinating activities of and between sub-committees and attend their meetings when possible
- c. Attend monthly ASC
- d. Chair monthly ASC in absence of Chair
- e. Review bank reconciliations and monthly bank statements at each monthly ASC
- f. Monitor Area Checking accounts for unusual activity
- g. Minimum of 2 years clean

8.3 Area Treasurer

- a. Working knowledge of Twelve Traditions, Twelve Concepts and Area Guidelines
- b. Understanding of and willingness to follow all area financial procedures
- c. Demonstrated ability to perform basic bookkeeping functions
- d. Perform all Area Treasurer duties listed in TVA ASC guidelines
- e. Attend monthly ASC
- f. Minimum of 3 years clean
- g. Maintain possession of the second PO Box key

8.4 Treasurer In Training

- a. Working knowledge of Twelve Traditions, Twelve Concepts and Area Guidelines
- b. Willingness to learn and follow all area financial procedures
- c. Demonstrated ability to perform basic bookkeeping functions
- d. Learn to perform all Area Treasurer duties listed in TVA ASC guidelines
- e. Attend monthly ASC
- f. Minimum of 2 years clean

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- 8.5 Secretary
- a. Working knowledge of Twelve Traditions, Twelve Concepts and Area Guidelines
 - b. Demonstrated ability to take accurate notes
 - c. Attend monthly ASC
 - d. Record and send accurate meeting minutes to committee members following each ASC
 - e. Maintain an up-to-date list of ASC members addresses
 - f. Maintain a record of guideline changes and major proposals and update guidelines annually in June.
 - g. Furnish a copy of Guidelines and past three month's minutes to new ASC Committee Members
 - h. Maintain possession of primary PO Box key and check for new mail once each week and distribute as appropriate.
 - i. Minimum of 2 years clean
- 8.6 Regional Committee Member and Alternate Regional Committee Member
- a. Working knowledge of Twelve Traditions, Twelve Concepts, Area Guidelines and A Guide to Local Services in NA
 - b. Ability to clearly communicate information orally and in writing from Regional and World Services
 - c. Attend and represent TVA at the Regional Service Committee meeting
 - d. Attend monthly ASC
 - e. Minimum of 2 years clean
 - f. In addition, the Alternate RCM will have the willingness to serve as RCM following the completion of the current RCM's term.
- 8.7 Metro Committee Member and Alternate Metro Committee Member
- a. Working knowledge of Twelve Traditions, Twelve Concepts, Area Guidelines and A Guide to Local Services in NA
 - b. Ability to clearly communicate information orally and in writing from the Metro Committee
 - c. Attend and represent TVA at the Metro Service Committee meeting
 - d. Attend monthly ASC
 - e. Minimum of 2 years clean.
 - f. In addition, the Alternate MCM will have the willingness to serve as MCM following the completion of the current MCM's term.
- 8.8 Hospital & Institutions Chair
- a. Working knowledge of Twelve Traditions, Twelve Concepts, Area approved H&I Guidelines and current approved H&I Handbook
 - b. Attend and report at monthly ASC
 - c. Chair H&I Meeting
 - d. Perform duties as described in the TVA H&I Guidelines
 - e. Minimum of 2 years clean

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- 8.9 Public Relations Chair
 - a. Working knowledge of Twelve Traditions, Twelve Concepts, Area approved PR Guidelines and current approved PI and Phone line Handbooks
 - b. Attend and report at monthly ASC
 - c. Chair PI/Phone line Meeting
 - d. Perform duties as described in the TVA PI Guidelines
 - e. Maintain and distribute the schedule.
 - f. Minimum of 2 years clean
- 8.10 Literature Chair
 - a. Working knowledge of Twelve Traditions, Twelve Concepts, Area approved Literature Guidelines and current approved Literature and Newsletter Handbooks
 - b. Attend and report at monthly ASC
 - c. Chair Literature meeting
 - d. Perform duties as described in the TVA Literature Guidelines
 - e. Minimum of 2 years clean
- 8.11 Activities Chair
 - a. Working knowledge of Twelve Traditions, Twelve Concepts, Area approved Activities Guidelines and Activities Handbooks
 - b. Attend and report at monthly ASC
 - c. Chair Activities meeting
 - d. Perform duties as described in the TVA Activities Guidelines
 - e. Minimum of 2 years clean
- 8.12 Directory Coordinator
 - a. Any member may serve as Directory Coordinator regardless of other NA service positions held including GSR or other ASC committee member.
 - b. Attend ASC at least once every three months
 - c. Maintain the schedule information
 - d. Print schedules and distribute at ASC as needed
 - e. Send schedule information to Region via the RCM
 - f. Verify that the NAWS website schedule information is accurate.
 - g. Coordinate with surrounding Areas' Public Information/Directory Subcommittees; either by attending or sending a representative to a functioning Metro Public Information/Directory subcommittee or monthly communications with other Areas' Public Information/Directory subcommittees.
 - h. Obtain permission from the ASC prior to any significant change to the schedule format.
 - i. Minimum of 1 year clean
- 8.13 Area Phone Line Chair
 - a. Minimum 1 year clean time