WSCA District 3 Guidelines

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DEFINITIONS OF ACRONYMS AND INITIALISMS

AQP	*A Quiet Peace* (C.A.'s meditation book)
ASB	Area Service Board
ASC	Area Service Committee
C.A. or CA	Cocaine Anonymous
CATW	Celebrate Around the World
CAWS	Cocaine Anonymous World Service
CAWSO	Cocaine Anonymous World Service Office
CPC	Cooperation with the Professional Community
DSC	District Service Committee
DSR	District Service Representative
GSR	Group Service Representative
HFC	Hope, Faith and Courage (can be used to refer to these C.A. principles as well as C.A.'s first "Storybook," *Hope, Faith & Courage Volume I: Stories from the Fellowship of Cocaine Anonymous*)
HFC II	C.A.'s second "Storybook," *Hope, Faith & Courage Volume II: Stories and Literature from the Fellowship of Cocaine Anonymous*
H&I	Hospitals and Institutions
IT	Information Technology
LCF	Literature, Chips, and Formats
PI	Public Information
PNR	Pacific North Region
PNRC	Pacific North Regional Convention
S&B	Structure and Bylaws
US-CAN	Annual unity/Delegate fund-raising event jointly hosted by the Washington State and British Columbia Areas of C.A.
WSBT	World Service Board of Trustees
WSC	World Service Conference
WSCA	Washington State C.A.
WSM	World Service Manual
WSO	World Service Office
WSOB	World Service Office Board

INTRODUCTION

District 3 of the Washington State Area of Cocaine Anonymous has adopted the following Guidelines. These Guidelines are a compilation of our shared experiences and are intended to provide guidance for the District 3 Service Committee, its standing committees, and the groups within District 3. They are intended to be used in conjunction with the C.A. World Service Manual and the WSCA Guidelines.

The C.A. World Service Manual (WSM) is cited herein for specific additional information, but it also provides valuable guidance regarding all levels of C.A. service. The WSM can be found in the Service section of the C.A. World Services website, www.ca.org. Because the WSM is updated on an annual basis by the C.A. World Service Conference, citations are made to sections of the WSM rather than specific page numbers.

The WSCA Guidelines cover the service positions and business meeting procedures for the Washington State Area. They can be found under Additional Resources on the WSCA website, www.caofwa.org.

These District 3 Guidelines are intended to provide guidance for our activity in a spiritual program of recovery. Except for legal matters dealing with logos and the name "Cocaine Anonymous," guidelines and policies determined by third parties (such as hospitals, institutions, and meeting facilities), the suggestions herein are just that, and decisions by individuals, Groups, and the District should be considered within the context of C.A.'s Twelve Steps, Traditions and Concepts. We should remember that each group is autonomous, and the group conscience is the guiding principle. If you have any questions or concerns about the contents of these Guidelines, please contact your GSR, DSR, or the District Chair.

USE OF C.A. NAME AND LOGO

C.A. World Services, Inc. owns the legal rights to the name "Cocaine Anonymous," the block letters "C.A.," the official Cocaine Anonymous logo (hereinafter "logo"), future variations of the logo, the book titles: *A Quiet Peace*; *Hope, Faith & Courage: Stories from the Fellowship of Cocaine Anonymous* (the "C.A. Storybook"), *Hope, Faith & Courage Volume II: Stories and Literature from the Fellowship of Cocaine Anonymous* ("HFC II"), and the motto "We're here and we're free." It is therefore important that the District, its Groups and individual C.A. members be mindful of the Statement of Policy in the WSM whenever using the C.A. name and/or logo on flyers, memorabilia, or for any other purpose.

FLYER APPROVAL PROCESS

a. Present a copy of the flyer at the monthly DSC meeting to be reviewed and voted on by the DSC members. DSC members review and ensure proposed flyer meets flyer guidelines which can be found in the Washington State Area Guidelines. A simple majority in favor will approve the design by the district body and chairperson.

As an alternative, if it behooves a committee to seek approval between DSC meetings:

b. Designs which include the "Cocaine Anonymous" name, CA block letters, and/or official C.A. logo may be posted in the District WhatsApp chat for minimum of 3 days and be reviewed by a minimum of 2 Area delegates to expedite the approval process. If any opposition is offered, the approval should be held until a majority vote at the next DSC meeting. If no dissent is offered and delegates provide written approval the design is considered approved by the District Body and Chairperson.

DEFINITION OF A COCAINE ANONYMOUS "GROUP"

As more extensively described in this section of the WSM, a meeting is when two or more people gather together to share their experience, strength and hope with each other. A meeting may call itself a C.A. Group when:

1. The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances.
2. It is fully self-supporting.
3. Its primary purpose is to help addicts recover through the Twelve Steps of C.A.
4. It has no outside affiliations.
5. It has no opinion on outside issues.
6. Its public relations policy is based on attraction rather than promotion.

The basic unit in C.A. is the local Group, which is autonomous except in matters affecting other Groups or C.A. as a whole. The Group has but one primary purpose, which is to help others to recover through the suggested Twelve Steps. Each Group is self-supporting through its own contributions. As the Twelve Steps are our guide to recovery, the Twelve Traditions are our guide to Group unity, growth, and discipline.

The suggested Group business positions are Secretary, Treasurer and GSR. Groups may create additional service positions as they deem necessary to carry on the Group functions, with such responsibilities, sobriety requirements, and other qualifications as they feel appropriate.

MEETING/GROUP TYPES AND STYLES

Meeting/group types and styles are described more extensively in the WSM. The descriptions of these types and styles are based on what is generally practiced in the Washington State Area:

MEETING/GROUP TYPES

OPEN: Attended by C.A. members, their families, friends and other interested people.

CLOSED: Attendance is limited to those who desire to stop using cocaine and all other mind-altering substances. Newcomers are welcome.

MEETING/GROUP STYLES

BIG BOOK STUDY: Participants study and discuss the book *Alcoholics Anonymous* (the "Big Book").

CANDLELIGHT: The meeting is conducted partly or entirely by candlelight.
STEP STUDY: Participants study and discuss the Twelve Steps.

LITERATURE STUDY: Participants study and discuss any of these books: *A Quiet Peace*; *Hope, Faith & Courage: Stories from the Fellowship of Cocaine Anonymous* (the "*C.A. Storybook*"); *Hope, Faith & Courage Volume II: Stories and Literature from the Fellowship of Cocaine Anonymous* ("*HFC II*"); *Alcoholics Anonymous* (the "*Big Book*"), *Twelve Steps and Twelve Traditions* (the "*12 and 12*"), and *The A.A. Service Manual, combined with the 12 Concepts for World Service.*

MEDITATION: Practices vary, but typically there is a brief period of meditation prior to any sharing. The meditation may be silent or accompanied by audio intended to help facilitate the practice. Lights may be turned off or dimmed during the meditation.

PARTICIPATION: Participants discuss their experience, strength and hope by sharing one member at a time. Cross-talk is generally to be avoided (commenting directly on another person's share, giving advice, or speaking directly to another member).

SPEAKER: One or more C.A. members share at length about their personal experience, strength and hope.

H&I MEETINGS: H&I meetings are often restricted to patients or residents only and not open to the community as a whole. These meetings are brought into facilities by local C.A. members through the H&I Committee. They are not usually listed in the area or world directory, and they do not observe the 7th Tradition or conduct a business meeting. Certain facilities may require H&I participants to be subject to sobriety requirements, as well as dress and conduct codes. The H&I Committee may also have requirements regarding length of sobriety, content of sharing, etc.

MEN'S or WOMEN'S MEETINGS: Gender-specific ("stag") meetings designated as such in the meeting schedule.

HOME GROUP

As further explained in the pamphlet *The Home Group*, it is suggested that we join a home group and commit to attending it frequently. Other home group members get to know who we are, and we get to know them. Taking on responsibility at our home group is a great way to help carry the message of C.A. and practice being a responsible member of society. There are a variety of positions that need to be filled at most Groups, as set forth below.

GROUP SERVICE POSITIONS

It is suggested that at a minimum, each Group elect a Secretary, Treasurer, and GSR. The size of the group should be taken into consideration when determining which additional service positions to fill. Ideally, no group member should hold more than one service commitment, but such decisions are up to the group conscience. Responsibilities may be transferred from one position to another in accordance with the group conscience.

SECRETARY

The Secretary is a trusted servant whose responsibility is to provide the Group with the leadership best suited to assist the recovery of the members through utilization of the C.A. Program.

Qualifications:

Six months of continuous sobriety.

Responsibilities:

1. One-year commitment.
2. Selects a chairperson to share his or her experience, strength and hope. Invitations to chair the meeting are generally made a week or more in advance. A chairperson must be a C.A. member and any materials read must be C.A.-approved literature[1]. The frequency, topic, and length of each chairperson's share should be in accordance with the Group's meeting format (for more information, see Meeting/Group Types and Styles).
3. Follows the meeting format in accordance with the group conscience.

[1] See the list of WSC Approved Literature, Books and Guidelines appended to the C.A. World Service Manual (WSM). The WSM is available for download at Tools and Downloads – Washington State Cocaine Anonymous (caofwa.org).

4. Passes the Seventh Tradition basket (and H&I can, if applicable) in accordance with the meeting format and sees that contributions are given to the Group Treasurer.
5. Signs and returns any court/treatment meeting verification slips. Generally, these slips are placed in the basket during the Seventh Tradition collection. Once the Secretary fills in the requested information (such as the date, meeting name, and topic) and signs the slips, they are placed back in the basket to be passed again for pick up.
6. Sees that the Traditions are being followed within the Group.
7. Sees that the responsibilities of the other Group servants are met.

Responsibilities:

8. One-year commitment.
9. Helps ensure that the Traditions are followed within the Group.
10. Attends and represents the Group at the District and Area Service Committees, taking notes as needed.
11. Provides two-way communication between the Group and the District, as well as the Group and the Area.
12. Keeps the Group informed about District, Area, and World Service Delegate activities.
13. Facilitates the Group business meeting (if there is no separate Business Meeting Chair).
14. Encourages the Group to take regular inventory (see the Traditions Group Inventory, available for download at Tools and Downloads – Washington State Cocaine Anonymous (caofwa.org).

GSR

Qualifications:

1. One year of continuous sobriety.
2. Active practice of the 12 Steps and 12 Traditions

Responsibilities:

1. One-year commitment.
2. Helps ensure that the Traditions are followed within the Group.
3. Attends and represents the Group at the District and Area Service Committees, taking notes as needed.
4. Provides two-way communication between the Group and the District, as well as the Group and the Area.
5. Keeps the Group informed about District, Area, and World Service Delegate activities.
6. Facilitates the Group business meeting (if there is no separate Business Meeting Chair).
7. Encourages the Group to take regular inventory (see the Traditions Group Inventory, available for download at Tools and Downloads – Washington State Cocaine Anonymous (caofwa.org).

The GSR position is one of the most important service positions to which a member can be elected. Great care should be taken with this choice; the quality of the District/Area service bodies and ultimately World Services can only be as good as those choices the individual Groups make. As with the Secretaries, GSR candidates should only accept positions for those Groups that they regularly attend. Regular attendance is to be defined by the groups. The GSRs are the ones who will carry information, flyers, and other documentation back to the Group regarding what is going on in our Fellowship on a District/Area level as well as the World level.

It is suggested that GSRs familiarize themselves with these Guidelines, the C.A. World Service Manual (WSM), and the Twelve Concepts of World Service (see Tools and Downloads – Washington State Cocaine Anonymous (caofwa.org) . It is further suggested that GSRs keep these materials and their notes available at all times, either in hard copy or on a personal electronic device.

It should be understood that a GSR does not require Group approval to vote on matters affecting the Group or C.A. as a whole, although it is the GSR's responsibility to vote mindful of the group conscience (see Concept 3). If the GSR cannot attend a District or Area Service Committee meeting, an Alternate should attend. The person elected GSR should be trusted with the Group vote. Before accepting a nomination for GSR, the nominee must consider the level of commitment as well as the sacrifice of time involved.

ALTERNATE GSR

The purpose and responsibility of the Alternate GSR is to assist the GSR and to assume the responsibilities of the GSR when necessary. Suggested requirements and qualifications are the same as those for GSR. The Alternate should assist the GSR as needed and be prepared to act as GSR in the event of the GSR's absence.

TREASURER

Qualifications:

1. One year of continuous sobriety
2. Six months of active service in C.A.
3. Gainfully employed and/or financially solvent.

Responsibilities:

1. One-year commitment.

2. Familiarizes themselves with the Financial Guidelines[2].
3. Keeps an accurate bookkeeping system (see Financial Guidelines[2]).
4. When applicable, maintains Group bank account(s).
5. Gives financial reports to the Group at business meetings[2].
6. Pays all Group expenses.
7. Passes on contributions above prudent reserve to the District, Area, and/or World Service Office on a schedule determined by the Group's conscience. See *The 7th Tradition* pamphlet for additional information regarding establishing a prudent reserve and the 70/30 plan.
8. Collects and documents 7th Tradition money.
9. Collects and documents the H&I money (if H&I cans are passed at that meeting), and passes the H&I money collected onto the H&I Treasurer at the District meeting.

VICE TREASURER

Qualifications:

1. One year of continuous sobriety
4. Six months of active service in C.A.
5. Gainfully employed and/or financially solvent.

Responsibilities:

1. When applicable, is a co-signer on the Group bank account.
2. Is knowledgeable of the Treasurer's record-keeping system and able to communicate the Group's financial standing in the Treasurer's absence.
3. Pays Group expenses in the Treasurer's absence, communicating all expenses paid to the Treasurer.
4. Collects and documents 7th Tradition money in the Treasurer's absence, communicating receipt of funds to the Treasurer.
5. Collects and documents H&I money in the Treasurer's absence, communicating that the funds are specifically for H&I as opposed to being mixed with other 7th Tradition funds.

[2] The Financial Guidelines are available for download at Tools and Downloads – Washington State Cocaine Anonymous (caofwa.org).

CHIPS & LITERATURE:

Qualifications:

1. Six months of continuous sobriety.
2. Three months of active service in C.A.

Duties and Responsibilities:

1. One-year commitment.
2. Passes out chips and coins during Group meeting following the meeting format, for example:

> "We give chips at this meeting for 30, 60, and 90 days; 6 and 9 months; 1 year; 18 months; and 2 or more years of continuous sobriety—free from all mind-altering substances. Is there anyone here in their first 30 days of sobriety who wishes to take a newcomer chip? Is anyone celebrating 30 days today? 60 days? 90 days? 6 months? 9 months? 1 year? 18 months? 2 or more years? Does anyone have any proud time? (Once proud time has been shared) We all have today, so let's give ourselves a hand!"

3. Maintains Group chip & literature inventory.
4. When chip & literature stocks run low, coordinates with Group Treasurer to receive funds to place an order with the District Chips & Literature person, using a current order form for pricing reference.
5. Provides chip & literature order to the District Chips & Literature Chair, allowing for a minimum of 48 hours for the order to be filled. Coordinates meeting with District Chips & Literature Chair to pick up order, providing payment upon receipt.
6. Displays C.A. literature and schedules at each meeting (if there is no Setup person).

BUSINESS MEETING CHAIR

Qualifications:

1. One year of continuous sobriety.
2. Six months of active service in C.A.

Responsibilities:

1. One-year commitment.
2. Arranges business meeting agenda (see Appendix A).
3. Presides over group business meetings.

4. Only votes in case of a tie.

BUSINESS MEETING SECRETARY

Qualifications:

1. One year of continuous sobriety.
2. Six months of active service in C.A.

Responsibilities:

1. One-year commitment.
2. Keeps accurate minutes of each business meeting (see Appendix A).
3. Keeps track of each Group trusted servant's election date and any changes to the group conscience.
4. Passes along the archived Business Meeting minutes to the Chair.

CLEAN UP

Puts away meeting materials and cleans up after the meeting. This may include cleaning up coffee/snacks, rearranging furniture and any other post-meeting responsibilities not covered by another trusted servant. It is suggested that the cleanup person be willing to stay long enough after the meeting that people have a few minutes to review literature, retrieve court slips, consume coffee/snacks, etc. The cleanup person may also be responsible for locking up the meeting materials as well as turning out the lights, locking doors, and any other responsibilities required by the meeting facility.

COFFEE MAKER

Arrives early to prepare coffee for the meeting. Cleans the coffee machine after the meeting has ended so that it is ready for the next use. Makes sure there are sufficient coffee supplies (cups, sugar, coffee, etc.) on hand for the next meeting. Coordinates with Treasurer to restock coffee supplies as needed.

FELLOWSHIP COORDINATOR

Coordinates group fellowshipping opportunities such as on-site potlucks, going out for food and/or beverages, attending movies, or participating in other recreational activities. It is suggested that fellowshipping activities be discussed at the group business meeting and announced during the regular meeting so that newcomers have an opportunity to participate.

GREETER(S)

The main objective of a greeter is to welcome newcomers to the meeting. Some meetings may elect to have two greeters, one female and one male. The greeter should arrive 15-20 minutes before the meeting to instruct newcomers where to go and/or answer questions. If the meeting room is difficult to find, it is suggested that at least one greeter be stationed near the main entrance to the facility.

LOCATION LIAISON

Serves as the main point of contact between the group and the facility where the meeting is located. May be responsible for signing a contract, coordinating payment of rent by the group Treasurer, and otherwise ensuring that the group and its meeting space remain in good standing with the facility. Maintains emergency contact information for the facility.

SET UP

Arranges furniture as needed and sets up the materials needed for the meeting (preamble, readings, collection basket, etc.). The set up person might also be responsible for making coffee, setting out literature, and any other pre-meeting arrangements not covered by another trusted servant. It is suggested that the setup person arrive early enough for the process to be completed 10-15 minutes before the meeting is scheduled to start.

SNACKS

Sets out snacks prior to meeting. Purchase of snacks should be coordinated with Group Treasurer. Cleans up any leftover snacks and stores or disposes of them as appropriate after the meeting.

SPONSORSHIP COORDINATOR(S)

A sponsorship coordinator assists the newcomer or anyone else looking for a sponsor or seeking sponsees. It is suggested that the sponsorship coordinator have at least six months of continuous sobriety, have completed the 12 Steps, and have a sponsor themselves. Additional suggestions may be found in the pamphlet *Choosing Your Sponsor*.

TIMER

Monitors the length of sharing by the chair, speaker, and/or individual members. It is suggested that the timing process be explained in the meeting preamble; this is especially important when a mobile phone is used as the timer. It is also suggested that the timing be conducted as unobtrusively as possible so that it will facilitate rather than disrupt sharing.

VOLUNTEER DRIVER(S)

Drives members from local facilities such as treatment centers, halfway houses, etc., to the Group. Must have a current and valid driver's license and be legally driving a car with current and valid registration, insurance, license plates, and tabs. Indemnifies the Group and C.A. as a whole from any liability. It is suggested that no additional stops be made on the way to or from the meeting. Abides by any additional policies established by the facility from which members are driven.

DESCRIPTION OF A DISTRICT AND DISTRICT SERVICE COMMITTEE

As more extensively described in this section of the WSM, a District is a geographical unit within an Area containing a number of groups within a close proximity, which find it necessary to unify. A District has the primary function of the unification of its groups by keeping in frequent contact with them, learning their problems, and sharing ways to contribute to their growth and wellbeing.

A District Service Committee (DSC) is a service body made up of the Group Service Representatives from the individual groups in the District, the District Service Representatives, the Chairs of the District's standing committees, and the DSC officers. The DSC meets monthly to handle the business needs of the District. The DSC's most important function is to serve the needs of the local meetings. If a meeting has a situation it cannot handle, it can come to the DSC.

The active participation of each Group Service Representative (GSR) is essential for a successful DSC. There should be one GSR elected from each group. The DSC officers should be elected from among the active GSRs. Ideally, upon election, the DSC officers should no longer serve as GSR and the groups they represented should elect a new GSR.

The District Service Representative (DSR) is the essential link between the groups' GSR and the Area's Delegates to the World Service Conference. As a member of the District Service Committee, the DSR is exposed to the group conscience of that District. As a member of the Area Service Committee, the DSR passes on the Group's tenets to the Area's Delegates and the Area Service Committee.
Whatever endeavor or extracurricular activity is taken on by the District, it should at all times try to use or take advantage of Area resources, in order not to duplicate efforts or expenses already incurred by the Area.

VOTING MEMBERS AND PROCEDURES

C.A.'s second Tradition states, "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."

The District Service Committee meeting is conducted using Robert's Rules of Order (see summary later in these Guidelines). It is suggested that the following statement be read by the District Chair at the beginning of each meeting, prior to any voting taking place:

> "Anyone present may speak for or against a motion, as well as ask questions. District-elected trusted servants, GSRs, Alternate GSRs, and those who frequently attend and participate in a District 3 home group may also make motions and vote, with a maximum of one vote per person. The Chairperson only votes in case of a tie. When voting, raise one hand and keep it raised until the votes have been counted. In accordance with Concept 12, voting members are encouraged to reach important decisions by discussion, vote, and whenever possible, by substantial unanimity."

ELECTION PROCEDURES

District officers and standing committee chairs are elected annually. Elections are a three-month process:

In October, elections are announced to the Fellowship, supplemented by a flyer summarizing the qualifications and responsibilities for each open position. If there is any question as to whether the Vice Chair can or should move on to serve as Chair the following year, a ratification vote shall be held in accordance with the election procedure below.

In November, the Chair will open the floor for nominations for each open position. Nominations must be seconded, but nominees do not need to be present. Each nominee (or their representative) will give a brief presentation regarding the nominee's specific qualifications for the position.

In December, elections will be conducted. All candidates must be present to confirm that they accept their nomination and to answer questions regarding their qualifications. Any candidate not present will be withdrawn from consideration. The candidates will be asked to leave the room while voting takes place. If a candidate has a vote, he or she may leave it with the Chair before exiting the room. Any discussion prior to voting should be based on principle rather than personality and should be held in the strictest confidence, not to be shared with the candidates or with anyone else outside the room.

December is the pass-it-on month for training by outgoing trusted servants so that the newly elected trusted servants are ready to serve in January.

VACATED OR UNFULFILLED POSITIONS

If a District-elected trusted servant misses two DSC meetings without notifying the District Chairperson and submitting a report, the Chairperson is responsible for contacting him or her and asking for either a recommitment to the position or a resignation.

If a District-elected trusted servant relapses but does not voluntarily resign, the matter should be addressed by the District Service Committee. At all times, the utmost care must be taken to balance the individual's personal recovery and opportunity to serve with the need for accountability.

If an individual resigns or is removed from a District-elected service commitment, or if the individual recommits but still does not fulfill the responsibilities of the position, and there is no elected alternate already in place, the District shall hold a new election to fill the position on an expedited basis. The newly-elected successor shall serve for the remainder of the original term. Someone filling a partial term may be elected to a subsequent full term, but otherwise it is suggested that the spirit of rotation be observed.

DISTRICT SERVICE OFFICERS DUTIES AND QUALIFICATIONS

CHAIRPERSON

Qualifications:

1. Two years of continuous sobriety.
2. Six months of active service in C.A.
3. Working knowledge of Robert's Rules of Order.

Responsibilities:

1. One-year commitment.
2. Arranges agenda (see Appendix B).
3. Presides over monthly meetings.
4. Only votes in case of a tie.
5. Supports District-elected trusted servants in fulfilling their commitments.
6. Participates in annual review of the District's financial records to be performed by the Treasurer, Vice Treasurer, Chairperson, Vice Chairperson, and Secretary.

VICE CHAIRPERSON

Qualifications:

1. One year of continuous sobriety.
2. Six months of active service in C.A.

Responsibilities:

1. Two-year commitment (one year as Vice Chair, followed by one year as Chair).
2. Supports and assists Chairperson during and between DSC meetings as needed.
3. In absence of Chairperson, performs the duties of Chairperson.
4. Participates in annual review of the District's financial records to be performed by the Treasurer, Vice Treasurer, Chairperson, Vice Chairperson, and Secretary.

SECRETARY

Qualifications:

1. One year of continuous sobriety.
2. Six months of active service in C.A.

Responsibilities:

1. One-year commitment.
2. Keeps accurate minutes of each District meeting (see template in Appendix C).
3. Posts minutes to an-agreed upon shared location for District members (ex. Google docs, Yahoo group, OneDrive, Box, DropBox, etc.) and provides to any District member upon request.
4. Maintains archive of previous District minutes.
5. Provides a copy of the previous month's minutes to the Chair at the District meeting.
6. Reads the previous month's minutes at the beginning of the District meeting.
7. Participates in annual review of the District's financial records to be performed by the Treasurer, Vice Treasurer, Chairperson, Vice Chairperson, and Secretary.
8. Within 3 days after District business meeting, posts open motions and nominations to the Facebook group.

TREASURER

Qualifications:

1. Two years of continuous sobriety.
2. One year of active service in C.A.
3. Gainfully employed and/or financially solvent.

Responsibilities:

1. One-year commitment.
2. Co-signer on the District bank account.
3. Receives and deposits contributions from meetings and proceeds from special events, sales of chips and literature, etc., as soon as possible (within a week at most).
4. Keeps an accurate bookkeeping system[3].
5. Maintains and regularly reconciles District bank account(s).
6. Familiarizes themselves with the Financial Guidelines[3].
7. Presents the current financial report, including a copy of the District bank statement (with account numbers blacked out), at each DSC meeting. If the Treasurer is unable to attend a DSC meeting, the report shall be provided to the Vice Treasurer to present in their absence.
8. Pays all District expenses, using checks or debit card whenever possible to allow for better tracking of funds than cash. Other District trusted servants may be reimbursed as authorized by the District group conscience, upon presentation of receipt(s).
9. *Remains mindful of the current prudent reserve, making sure that expenditures do not reduce the bank account balance below the prudent reserve.*
10. Passes on contributions to the Area and World Services according to the 70/30 plan.
11. Participates in annual review of the District's financial records to be performed by the Treasurer, Vice Treasurer, Chairperson, Vice Chairperson, and Secretary.

VICE TREASURER

Qualifications:

1. Two years of continuous sobriety.
2. One year of active service in C.A.
3. Gainfully employed and/or financially solvent.

[3] The Financial Guidelines are available for download at Tools and Downloads – Washington State Cocaine Anonymous (caofwa.org).

Responsibilities:

1. One-year commitment.
2. Co-signer on the District bank account.
3. In the Treasurer's absence, receives and deposits contributions from meetings and proceeds from special events, sales of chips and literature, etc., as soon as possible (within a week at most).
4. Is knowledgeable regarding the Treasurer's record-keeping system and able to communicate the District's current financial standing in the Treasurer's absence.
5. Familiarizes themselves with the Financial Guidelines[4].
6. In the Treasurer's absence, presents the current financial report, including a copy of the District bank statement (with account numbers blacked out), at each DSC meeting. The report should be provided by the Treasurer to the Vice Treasurer prior to the District Meeting.
7. In the Treasurer's absence, pays all District expenses, using checks or debit card whenever possible to allow for better tracking of funds than cash.
8. Participates in annual review of the District's financial records to be performed by the Treasurer, Vice Treasurer, Chairperson, Vice Chairperson, and Secretary.

CHIPS AND LITERATURE

Qualifications:

1. One year of continuous sobriety.
2. Six months of active service in C.A.

Responsibilities:

1. One-year commitment.
2. Maintains District chip & literature inventory at the suggested minimums, providing monthly reporting of inventory at the DSC meeting. Inventory should be kept in a secure, dry location.
3. Maintains a record of all chip & literature sales and Starter Kits provided.
4. Upon receiving an order for chips & literature, packages together all requested items, providing an invoice/receipt to Groups upon request. Coordinates meeting with Group Chips & Literature person to drop off the order, collecting payment upon delivery.

[4] The Financial Guidelines are available for download at Tools and Downloads – Washington State Cocaine Anonymous (caofwa.org).

5. Reports on all funds collected from sales at each DSC meeting, turning in the funds to the Treasurer (or Vice Treasurer in the Treasurer's absence) along with details of all orders filled. Funds collected should be stored securely in between DSC meetings.
6. Prior to chip & literature stocks running low, coordinates with District Treasurer to place an order with WSCA Area Chips and Literature as follows:
    a. Reviews inventory, confirming quantity of chips/coins/literature needed to replenish stocks;
    b. Communicates with the District Treasurer the total cost of the requested order and confirms this falls within the chips and literature budget/District funds are available
    c. Places order with WSCA Area Chips and Literature Committee Chair and confirms total
    d. Obtain check from District Treasurer
    e. Coordinates pick up with WSCA Area Chips and Literature
    f. Upon request by a new meeting within the District, provides a "Starter Kit" containing:
        a. 10 Newcomer Chips
        b. 10 One-Week Chips
        c. 5 30-Day Chips
        d. 5 60-Day Chips
        e. 5 90-Day Chips
        f. 5 6-Month Chips
        g. 5 9-Month Chips
        h. 5 1-Year Chips
        i. 10 of each pamphlet
        j. 20 meeting schedules
        k. Current Conference-approved meeting format
        l. Copy of WSCA District 3 Guidelines with Appendices (either hard copy or digitally)

    - Books (if in stock):
        - Hope, Faith & Courage Volume I
        - Hope, Faith & Courage Volume II
        - A Quiet Peace

DSR

The District Service Representative (DSR) is the essential link between the groups' GSRs and the Area's Delegates to the World Service Conference. As a member of the District Service Committee, the DSR is exposed to the group conscience of that District. As a member of the Area Service Committee, the DSR passes on the Groups' tenets to the Area's Delegates and the Area Service Committee. A DSR can help create unity amongst the Groups by attending meetings throughout the District, especially those who do not regularly attend the DSC. The DSR can also assist Groups with business meetings, Tradition questions, or other matters as requested.

Qualifications:

1. Two years of continuous sobriety.
2. Six months of active service in C.A., including prior service as a Group Service Representative (GSR).

Responsibilities:

1. One-year commitment.
2. Represents a District in the Area Service Committee.
3. Provides communication between the District and the Area.
4. Communicates with other District Service Committee members.
5. Keeps GSRs informed about WSC and Area activities, including Area elections and matters requiring Group input.
6. Acquaints GSR with the C.A. World Service Manual, the Twelve Concepts for World Service, and all other WSC-approved materials.
7. Attends and takes notes at all Area and District 3 Service Committee meetings.
8. Communicates to Groups the responsibilities and importance of general service work.

ALTERNATE DSR

Some Districts find it appropriate to elect an Alternate DSR. The Alternate should possess the same qualifications as the DSR. The Alternate should assist the DSR as needed and be prepared to act as DSR in the event of the DSR's absence.

DISTRICT COMMITTEE CHAIR

Qualifications

1. One year of continuous sobriety.
2. One year of active service in C.A.
3. Has a working knowledge of the Twelve Steps, Twelve Traditions, the Twelve Concepts for World Service, and Robert's Rules of Order.
4. For positions which involve handling money, is gainfully employed.

Responsibilities:

1. One-year commitment
2. Presides over monthly Committee meetings and arranges agenda (see Appendix D). It is important that committees meet regularly to allow members of the Fellowship at large to participate. Meetings should be announced with as much advance notice as possible.
3. Attends and provides monthly reports at the DSC meeting.
4. Works with Social Media Committee to announce committee meetings, events, etc.
5. Is mindful of the Financial Guidelines[5] and sees that any Committee-related funds are handled appropriately.
6. Provides the DSC with a copy of the Committee's updated guidelines by December of each year.
7. Submits the Committee's proposed budget to the DSC for approval.
8. Has the necessary time available to engage in the C.A. service activity required for the position.
9. Provides a pass-it-on report and one-on-one training to the next Chair. All physical and digital materials, logins, passwords, signing authority, keys, etc. should be transferred prior to the next District meeting.

DISTRICT COMMITTEES

ACTIVITIES

1. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
2. Organizes group outings and other entertainment events for the District.
3. Creates flyers for activities, following any approval procedures required by the District and/or Area.
4. Remains mindful of upcoming C.A. events put on by other Districts and the Area in order to avoid scheduling conflicts, which can be disunifying.
5. Provides timely updates on scheduled District activities to both the District and the Area. At least one month's notice is suggested.

[5] The Financial Guidelines are available for download at Tools and Downloads – Washington State Cocaine Anonymous (caofwa.org).

6. Provides the District 3 Public Information and Social Media Committees with flyers and information on upcoming events.

FUNDRAISING

1. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
2. Raises funds for the District.
3. Keeps in mind our Seventh Tradition, which states that we are fully self-supporting, declining outside contributions.
4. Sells memorabilia and other fundraising items to members of the Fellowship.
5. Holds events where the primary function is to raise funds, i.e., banquets, speaker meetings.
6. Holds raffles within the Fellowship.
7. Is mindful to abide by all Washington State laws and the C.A. logo policy.

HOSPITALS AND INSTITUTIONS

The Hospitals and Institutions ("H&I") Committee is responsible for the coordination of and active participation in Twelve-Step work within hospitals and institutions as more fully explained in the District 3 H&I Committee Guidelines, attached hereto as Appendix E. The District 3 H&I Chair, or a liaison selected by the H&I Committee, should attend all Area H&I Committee meetings.

PUBLIC INFORMATION

As more fully explained in the WSM and the C.A. World Service Public Information ("P.I.") Handbook, responsibilities include distributing literature and information to the public. Responsible for the provision of information and assistance to individuals seeking aid by phone and with the communication of messages received for other Committees. Responsible for a unique brand of 12-Step work by carrying the message of recovery to professionals, who in their line of work may have some sort of supervisory capacity over or direct contact with individuals with a cocaine problem. The Committee informs the professional community about C.A.; what we are, where we are, and what we can and cannot do to help the addict who still suffers in order to find productive methods for cooperation, not affiliation, within the C.A. Traditions.

The P.I. Committee develops, initiates, and plans the means of communication to the public. Introductory literature/pamphlets, meeting schedules, flyers and/or business cards may be distributed at police stations, courthouses, community centers, fire departments, hospitals, treatment centers, outpatient facilities, detox facilities, mental health facilities, youth detention centers, recovery clubs, jails/prisons, etc.

The District 3 P.I. Chair, or a liaison selected by the P.I. Committee, should attend all Area P.I. Committee meetings and work with the Area Internet Committee and Schedules & Printing Chairs to make sure that the District 3 meeting information available to the public is kept up to date, both online and in hard copy. At a future date, District 3 may decide to create its own website, meeting schedule and/or hotline, to be developed and maintained by subcommittees within the P.I. Committee.

SOCIAL MEDIA

1. Creates, updates, and maintains District social media presence to facilitate membership, protect anonymity, and ensure that all content is C.A.-related and in compliance with the 12 Traditions.
2. Has a working knowledge of the social media provisions in the World Service Conference Information Technology (IT) Committee Workbook Guidelines, which can be found in the Service section of the C.A. World Services website, www.ca.org.

STRUCTURE AND BYLAWS

1. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
2. Formulates bylaws, guidelines, and structures by which the District can operate day-today.
3. Maintains current versions of the Guidelines and incorporates any amendments or changes made to them during the year.
4. Drafts new or amended Guidelines as needed for approval by District.
5. Coordinates with the Secretary of District to confirm all passed motions resulting in Guideline changes.
6. Provides an updated copy of the Guidelines for posting on the Area website and/or hard copy printing.
7. Facilitates annual pass-it-on/orientation meeting to ensure that incoming trusted servants have the information they need to succeed in their new commitments.

UNITY

1. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
2. Responsible for the communication and outreach among the diverse elements within the Fellowship at all levels, in the interest of carrying the C.A. message, as more fully explained in the C.A. World Service Unity Committee Guidelines/Duties.
3. Familiarizes themselves with the C.A. World Service Unity Committee Guidelines/Duties.
4. Responsible for the coordination of Unity events to promote C.A. unity such as; Workshops, Marathon Meetings, Sports Games, Dinners, etc. Always being mindful of Tradition One: “Our common welfare should come first; personal recovery depends upon C.A. unity.”

5. Communicates with Area Unity chair in order to prevent overlaps in scheduled Unity events to promote attendance across the Fellowship.

APPENDIX A: GROUP BUSINESS MEETING AGENDA

Date: _____

Open with a moment of silence, followed by the Serenity Prayer

Introductions (go around the room, with everyone stating his or her name and pertinent service position(s) held)

Reading of the 12 Traditions

Chair asks if anyone would like to be added to the agenda for new business or open discussion, and then reads the following statement: "Anyone present may speak for or against a motion, as well as ask questions. Voting is restricted to home group members."

Secretary reads minutes of the last meeting. Floor is then open for any corrections, followed by a motion to accept the minutes as read or amended.

Officer Reports (positions within each group may vary):

Business Meeting Chair:

Business Meeting Secretary:

Group Secretary:

GSR:

Alternate GSR:

Treasurer (motion required to approve report):

- Total collected in the month of _____: ○ H&I $_____ ○ Home Group $_____
- Expenses
- Donations to District/Area/World $_____
- Ending Balance of Group Treasury $_____

Vice Treasurer:

Chips & Literature:
Clean Up:

Coffee Maker:

Fellowship Coordinator:

Greeter(s):

Location Liaison:

Set Up:

Snacks:

Sponsorship Coordinator(s):

Timer:

Volunteer Driver(s):

Old Business (based on previous month's new business and any previously tabled or otherwise outstanding motions)

New Business (requires motion to close)

Open Discussion

Meeting closes with the Serenity Prayer

APPENDIX B: DISTRICT 3 MEETING AGENDA

Date: _____

Open with a moment of silence, followed by the Serenity Prayer

Introductions (go around the room, with everyone stating his or her name, home group and pertinent service positions held at the Group or District level)

Reading of the 12 Traditions

Chair asks if anyone would like to be added to the agenda for new business or open discussion, and then reads the following statement:

> "Anyone present may speak for or against a motion, as well as ask questions. Those who frequently attend and participate in a District 3 home group may also make motions and vote, with a maximum of one vote per person. The Chairperson only votes in case of a tie. When voting, raise one hand and keep it raised until the votes have been counted. In accordance with Concept 12, voting members are encouraged to reach important decisions by discussion, vote, and whenever possible, by substantial unanimity."

Secretary reads minutes of the last meeting. Floor is then open for any corrections, followed by a motion to accept the minutes as read or amended.

Officer Reports:

Chair (Name):

Vice Chair (Name):

Secretary (Name):

Treasurer (Name):

(motion required to approve report)

Vice Treasurer (Name):

Chips & Literature (Name):

DSR (Name):
Alternate DSR (Name):

Committee Reports:

Activities (Chair Name):

Fundraising (Chair Name):

Hospitals & Institutions (Chair Name):

Public Information (Chair Name):

Social Media (Chair Name):

GSR Reports (list all meetings in District, in alphabetical order):

Meeting 1

Meeting 2, etc.

Any new meetings present?

Old Business (based on previous month's new business and any previously tabled or otherwise outstanding motions)

New Business (requires motion to close)

Open Discussion

Meeting closes with the Serenity Prayer

APPENDIX C: DISTRICT 3 MEETING MINUTES TEMPLATE

Date: _____

In attendance: (List everyone present by first name and last initial here; note the absence of any District trusted servants or GSRs in reporting sections below)

Meeting opened with a moment of silence followed by the Serenity Prayer. _____ read the 12 Traditions.

(Name of Secretary) read the previous month's minutes. The minutes were approved as read/amended as follows:

Officer Reports:

Chair (Name):

Vice Chair (Name):

Secretary (Name):

Treasurer (Name):

Beginning Balance: $
Ending Balance: $

Motion to approve the Treasurer's report made by _____ and seconded by _____; motion passed.

Vice Treasurer (Name):

Chips & Literature (Name):

DSR (Name):

Alternate DSR (Name):

Committee Reports:

Activities (Chair Name):

Fundraising (Chair Name):

Hospitals & Institutions (Chair Name):

H&I Treasury balance: $_____

Public Information (Chair Name):

Social Media (Chair Name):

GSR Reports:

Meeting 1 (GSR Name):

Meeting 2 (GSR Name):

Old Business (previous month's new business/any outstanding motions):

New Business:

Motion to close new business made by _____ and seconded by _____; motion passed.

Open Discussion:

Motion to close the meeting made by _____ and seconded by _____; motion passed.

Meeting closed with the Serenity Prayer.

APPENDIX D: DISTRICT 3 _____ COMMITTEE MEETING AGENDA

Date: _____

Open with a moment of silence, followed by the Serenity Prayer

Introductions (go around the room, with everyone stating his or her name, home group and pertinent service positions held)

Reading of the 12 Traditions

Secretary reads minutes of the last meeting. Floor is then open for any corrections, followed by a motion to accept the minutes as read or amended.

Officer Reports (will vary by committee):

Chair (Name):

Vice Chair (Name):

Secretary (Name):

Treasurer (Name):

(motion required to approve report)

Vice Treasurer (Name):

Subcommittee Reports

Old Business (based on previous month's new business and any previously tabled or otherwise outstanding motions)

New Business (requires motion to close)

Open Discussion

Meeting closes with the Serenity Prayer

APPENDIX E: DISTRICT 3 HOSPITALS & INSTITUTIONS COMMITTEE GUIDELINES

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INTRODUCTION

The sole purpose of a Hospitals and Institutions ("H&I") Committee is to carry the message of Cocaine Anonymous to those in hospitals and institutions. Institutions served may include, but are not limited to: correctional facilities, sanitariums, detoxification units, juvenile detention centers, half-way houses, and shelters; either governmental or private. Confinement may be voluntary or involuntary. The Committee is organized under the Ninth Tradition of Cocaine Anonymous, which states: "C.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve." C.A. H&I meetings are held at the invitation of the hospital or institution, ever mindful of the admonition "cooperation, not affiliation!"

PART I - GENERAL INFORMATION

H&I Meetings

H&I meetings are often restricted to patients or residents only, and not open to the community as a whole. These meetings are brought into facilities by local C.A. members through the H&I Committee. H&I meetings are basically beginners' meetings, with the chairperson of each meeting providing the speakers. They are not usually listed in the Area or World directory; and they do not observe the 7th Tradition. Certain facilities may require H&I participants to be subject to sobriety requirements, dress and conduct codes. (See Suggested Panel Meeting format below; readings are available for download at Tools and Downloads – Washington State Cocaine Anonymous (caofwa.org).

Working Within Our Traditions

Just as C.A. has 12 Steps of recovery, we also have 12 Traditions that help keep our fellowship strong. It is important that these Traditions be observed. We understand that some facilities are not familiar with C.A.'s Traditions and may unknowingly break them. It is our duty to help these facilities have a better understanding of our Traditions. We suggest providing a copy of the Twelve Traditions of Cocaine Anonymous explaining what C.A. can and cannot do. Also, it is imperative to be knowledgeable of each facility's rules and regulations, and to respect them when doing a meeting in their facility. The 12 Traditions may be found in Appendix _.

Open H&I Meetings

In some cases, a hospital or institution may request the H&I meeting be open to the C.A. community as a whole. This type of open H&I meeting may or may not be listed in the Area or District meeting directory, but as with all H&I meetings, the 7th Tradition is not observed. In addition, free books and literature are limited to clients of the institution only.

In contrast, a regular C.A. meeting is completely responsible for its own affairs and observes all of the Traditions. It is usually listed in the local C.A. meeting schedule as well as the World directory. Also, the group conscience of a regular C.A. meeting is made up of its members, while the group conscience of an H&I meeting is the H&I Committee itself.

(See Suggested Open Meeting format below; readings are available for download at Tools and Downloads – Washington State Cocaine Anonymous (caofwa.org).

Why a Committee?

The Committee guarantees continuity of C.A. H&I meetings. Members come and go, but the Committee continues. Trust in our actions and movements comes from years of repetitive action by groups who know and conform to the established guidelines. No one individual can make this possible; only the continuity of a committee structure can. Problems which arise at an institution are resolved within the framework of the committee. H&I Committee members may seek advice and assistance for problems encountered in their particular facility, with the knowledge that the combined committee experience will have faced and solved similar problems in the past.

Many institutions have stringent rules and regulations covering problems ranging from those of a simple custodial nature to the tighter security measures encountered in correctional facilities.

The H&I Committee of each C.A. District or Area is responsible for establishing guidelines and policies using normal voting procedures (the H&I group conscience).

Membership Qualifications

It is suggested that a member of Cocaine Anonymous who wishes to qualify for committee membership be sober a minimum of three months. Longer terms of sobriety may be required by some hospitals or institutions. It is suggested that only H&I members be permitted to chair or co-chair H&I meetings. Any member of C.A., invited guest, or interested party may attend the monthly H&I business meeting. We also suggest having a sponsor and a C.A. home group.

Conduct

A member of the H&I Committee may be subject to removal via simple majority vote if any of the following occurs:

1. Upon the loss of the member's sobriety; sobriety requirements will have to be reestablished for reinstatement.

2. Refusal to abide by the rules and regulations of the institution being served.
3. Refusal to abide by the H&I Committee Guidelines.
4. While attending an H&I meeting, a member solicits, recommends or advises any person at the facility to any other facility or professional treatment.

Any Committee member who has been suspended has the right to appeal such suspension at the next regularly scheduled H&I Committee business meeting.

In addition, the Chair or Co-Chairperson of each meeting is required to attend the monthly H&I business meeting at least once every three months. Failure to do so can result in replacement of the chair and/or co-chairperson by the committee. This action does not exclude the member from other committee participation.

The Monthly H&I Committee Business Meeting

Regular H&I Committee business meetings should be held once a month. Special and/or emergency meetings may be called by the Chair. All regular business meetings will be presided over by the Chair (or, in the Chair's absence, by the Vice Chair). A suggested meeting format is included below.

Voting and Quorum Procedures

A quorum should consist of two-thirds of the active voting membership. The active voting membership is comprised of those H&I Committee members in attendance at the business meeting and those who have notified the H&I Committee Secretary prior to each meeting that they will be absent but wish to remain on the active voting roster.

Election Procedures

Nominations and elections for H&I Committee positions should be held annually. Committees may wish to structure the election dates of each office so all positions do not change at the same time, thus maintaining continuity of leadership. Any member of the H&I Committee has one (and only one) vote in both nominations and elections. Each position on the Committee is described in the sections that follow.

The H&I Can

If your District or Area does, or wishes to do, a separate collection to support the H&I Committee, labels for the "H&I Can" may be obtained free of charge by contacting the C.A. World Service Office. Regular C.A. meetings which pass a collection for H&I have found the following a suitable modification of the meeting format. At the point where the 7th Tradition is honored, insert:

"The 7th Tradition reminds us that we are fully self-supporting through our own contributions. The can being passed is to support the Hospitals and Institutions Committee of Cocaine Anonymous, it goes to buy key-chains and literature for addicts confined in Hospitals and institutions. I have asked _____ to read the 12 Traditions for us while we observe the 7th. Newcomers need not feel obligated to contribute."

Subsequently, all funds collected for H&I should go to the H&I Committee.

PART II - ELECTED POSITIONS

H&I Chair

Qualifications

- Suggested Sobriety Requirement: 2 Years continuous
- Suggested Committee Service Prior to Position: 1 Year continuous

Duties and Responsibilities

- Suggested Term of Commitment: 1 Year
- Coordinate and direct all committee activities.
- Attend all business meetings that are related to institutional work.
- Keep informed on all matters affecting the committee.
- Supply and discuss with new Meeting Chairpersons the: requirements, duties, and responsibilities of the position.
- Notify any Meeting Chairperson not in compliance with attendance requirements prior to the next committee business meeting.
- Should the need arise, direct the removal of a Meeting Chairperson or Co-Chair. This action requires a simple majority vote of the full committee.
- Temporarily fill any open Meeting Chairperson position by appointment. At the next regularly scheduled committee business meeting, the position will be filled in the normal manner.

H&I Vice Chair

Qualifications

- Suggested Sobriety Requirement: 1 Year continuous
- Suggested Committee Service Prior to Position: 6 Months continuous

Duties and Responsibilities:

- Suggested Term of Commitment: 1 Year
- Attend all meetings that are related to institutional work.

- Work closely with the Director in any capacity as delegated by the Director.
- Assume the Director's responsibilities in his or her absence.

Secretary

Qualifications

- Suggested Sobriety Requirement: 6 Months continuous
- Suggested Committee Service Prior to Position: 6 Months continuous

Duties and Responsibilities:

- Suggested Term of Commitment: 1 Year
- Keep minutes and attendance records of H&I business meetings, and supply them to members.
- Handle mailing of literature and announcements.

Treasurer

Qualifications

- Suggested Sobriety Requirement: 1Year continuous
- Suggested Committee Service Prior to Position: 6 Months continuous

Duties and Responsibilities:

- Suggested Term of Commitment: 1 Year
- Account for all monies of the committee.
- Maintain the accounting for monies received and distributed for the purchase of literature, expenses of printing, and other appropriate incidentals.
- To be gainfully employed and/or financially stable.

Chips & Literature Person

Qualifications

- Suggested Sobriety Requirement: 6 Months continuous
- Suggested Committee Service Prior to Position: 3 Months continuous

Duties and Responsibilities:

- Suggested Term of Commitment: 1 Year
- Obtain from World Services or District Service Committee and keep on hand a sufficient inventory of soft literature and key chains.
- Distribute literature at the monthly committee business meeting.
- At his or her discretion, appoint an assistant literature person.

H&I Activities/Events Chairperson

Qualifications

- Suggested Sobriety Requirement: 1 Year
- Suggested Committee Service Prior to Position: 6 Months Duties and Responsibilities:
- Suggested Term of Commitment: 1 Year
- Form a committee
- Plan H&I activities/events
- Appoint such people necessary to help with these duties

•

Public Information

Qualifications

- Suggested Sobriety Requirement: 18 Months continuous
- Suggested Committee Service Prior to Position: 6 Months continuous Duties and Responsibilities:
- Suggested Term of Commitment: 1 Year
- Contact institutions to establish new meetings and liaison with present ones. These members should be presently involved in the committee and sufficiently knowledgeable; to impart any information necessary about the committee and its "services."
- Form a committee; hold regular meetings
- Set up an appointment and visit the institution to determine needs.
- Report all contacts at the monthly committee business meeting.
- The individuals should be well-versed in C.A. Traditions in order to communicate effectively with the public about C.A.
- At his or her discretion, appoint an assistant P.I. Chairperson.

H&I Meeting Chairperson (Panel Chairperson)

Qualifications

- Suggested Sobriety Requirement: 1 Year continuous (unless otherwise specified by facility)
- Suggested Committee Service Prior to Position: 6 Months continuous
- Familiarity with H&I Guidelines is recommended.
- Restrictions: A member who is on probation or parole may not chair an H&I Meeting in correctional facility unless official clearance is obtained in advance.

Duties and Responsibilities:

- Suggested Term of Commitment: 1 Year
- Coordinates the activities of and attends the scheduled H&I Meeting. If unable to attend, arrangements must be made through the Meeting Co-Chairperson or one of the H&I Committee members for established Chairperson to take the meeting (must be a current member of the H&I Committee to fill in).
- Notify the H&I Chair and the Committee of any problems encountered at the H&I meeting, or any change in the Chair or Co-Chair's address or telephone number.
- Provide the H&I meeting with adequate C.A. literature. Literature is obtained at the monthly H&I Committee business meeting, or contact the H&I Chips person to place a direct order.

-
- Attend the regular monthly H&I Committee business meeting a minimum of once every three months. Obtain speakers for the meeting. Speakers must have a minimum of three continuous months of sobriety or meet the minimum sobriety requirement required by the facility, whichever is greater. Clearance for speakers may be required by some correctional facilities.
- Speakers must have a C.A. homegroup (singleness of purpose to grow the C.A. community)
- Review meeting and institutional requirements with speakers prior to the scheduled H&I meeting.
- Acts as a liaison between the H&I Committee and their assigned facility.
- Assures attendance requirements are met by others assigned to the meeting. (At Lakeside Milam, checks the attendance sheet.)

Meeting Co-Secretary (Panel Leader)

Qualifications

- Suggested Sobriety Requirement: 6 Months (unless otherwise specified by facility)
- Suggested Continuous Committee Service Prior to Position: None
- Restrictions: A member who is on probation or parole may not chair an H&I Meeting in a correctional facility unless official clearance is obtained in advance.

Duties and Responsibilities:

- Suggested Term of Commitment: 1 Year
- Attend the scheduled H&I meeting. If unable to attend, arrangements must be made through the Meeting Chairperson for another established committee member to assist with the H&I meeting. Fill in person must be current member of the H&I Committee

H&I Open Meeting Chairperson

Qualifications:

- Suggested Sobriety Requirement: 1 Year (unless otherwise specified by facility)
- Continuous Committee Service Prior to Position, Familiarity with these guidelines.
- Position filled via: Voluntary basis at H&I committee business meeting
- Restrictions: A member who is on probation or parole may not chair an H&I Meeting in correctional facility unless official clearance is obtained in advance.

Duties and Responsibilities:

- Suggested Term of Commitment: 1 Year

-
- Coordinates the activities of, and attends the scheduled H&I open participation meeting. If unable to attend, arrangements must be made through the H&I Committee members for another established Chairperson to take the meeting.
- Notify the Committee of any problems encountered at the H&I open participation meeting, or any change in the Chair or Leader's address or telephone number.
- Provide the H&I meeting with adequate C.A. literature. Literature is obtained at the monthly H&I Committee business meeting. Attend the regular monthly H&I Committee business meeting a minimum of once every three months.
- Review meeting and institutional requirements prior to the scheduled H&I open participation meeting.
- Acts as a liaison between the H&I Committee and their assigned facility.
- Assures attendance requirements are met by others assigned to the meeting.

H&I Open Meeting Leader

Qualifications

- Suggested Sobriety Requirement: 6 Months (unless otherwise specified by facility)
- Suggested Continuous Committee Service Prior to Position: None
- Position filled via: Voluntary basis at Committee business meeting.
- Restrictions: A member who is on probation or parole may not chair an H&I Meeting in a correctional facility unless official clearance is obtained in advance.

Duties and Responsibilities:

- Suggested Term of Commitment: 1 Year
- Attend the scheduled H&I meeting. If unable to attend, arrangements must be made through the Meeting Chairperson for another established committee member to assist with the H&I meeting.
- Provide assistance to the Meeting Chairperson on items B through E of the Chairperson position described above.

PART III – COMMITTEE GUIDELINES

General Guidelines for Cocaine Anonymous Hospitals and Institutions Meetings

1. Avoid prolonged drug-a-logues.
2. Do not criticize or make derogatory remarks about the facility, its personnel, or any of its policies and practices. This includes opinions about pills, anti-depressants, tranquilizers, and Antabuse, which are used by many facilities.
3. Never give medical or legal advice or recommend other facilities to patients.
4. Do not talk down to the group.

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5. Do not use profanity; you may be stopped by the meeting chairperson if you do.
6. Do not bring visitors: people from outside the fellowship of Cocaine Anonymous, or C.A. members not on the panel.
7. Do not bring anything in or take anything out. This includes written or verbal messages for an inmate or patient.
8. We do not recommend that you exchange phone numbers or addresses with people at a correctional facility, promise to write them, or agree to meet them when they leave. In most correctional facilities this is a major violation of their policy. Under no circumstances may you or any member of the panel violate the facility's policy on this matter. You may refer them to the C.A. meeting directory and indicate meetings that you regularly attend.

9. Do not promise inmates or patients jobs or aid of any kind.
10. Dress appropriately and remember that you are representing C.A.
11. Make sure that you are properly cleared to attend a correctional institution meeting. If you have outstanding warrants, or are on parole or probation, they may keep you.
12. Show up. Having a meeting “go dark” is worse than not having a meeting there at all. There is nothing that makes C.A. look as bad as nobody showing up to do a meeting. We have been invited to hold these panel meetings by the facilities - it is a privilege. C.A. as a whole looks bad when no one shows up.

Hospitals and Institutions Committee Suggested Business Meeting Format

Welcome to the Hospitals and Institutions business meeting of Cocaine Anonymous. My name is _____ and I am an addict. Please help me open this meeting with the Serenity Prayer.

Is there anyone here for their first C.A. H & I business meeting? Would you please introduce yourselves? Welcome!

The sole purpose of this committee is to carry the message of Cocaine Anonymous to those in hospitals or institutions. This committee is organized under the Ninth Tradition of Cocaine Anonymous and operates under the Twelve Traditions of C.A. in all our affairs.

(At this point, the Chair calls for the following reports)

Secretary's Report: Reads previous meeting's minutes, which are then discussed, and any additions or corrections are made.

Treasurer's Report: Financial Statement is read and, if necessary, discussed.

Updates on new contacts and meetings are announced and discussed.

Public Information Report: Updates on new contacts and meetings are announced and discussed.

Meeting Chairpersons' Reports: Each H&I Meeting Chairperson in attendance gives a rundown on the status of their meeting and reports any problems or difficulties which are pertinent to the Committee.

After all reports have been completed, the Chair calls for the following:

1. Call for and fill any meeting positions;
2. Call for old business; 3. Call for new business;
4. Open discussion.

The Chair then closes the meeting as follows: The next scheduled business meeting is (date & time). Remember that you may be the only example of Cocaine Anonymous that a patient or inmate ever sees; be the best example that you can be.

I would like to close tonight by having _____ lead us in the prayer of his or her choice.

C.A. Hospitals and Institutions Suggested Panel Meeting Format

Welcome to the H&I meeting of Cocaine Anonymous. My name is _____, I am an addict. Are there any other addicts present?

Would you please help me open this meeting with the Serenity Prayer?

Cocaine Anonymous is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem, and help others to recover from their addiction. The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances. There are no dues or fees for membership; we are fully self- supporting through our own contributions. We are not allied with any sect, denomination, politics, organization or institution. We do not wish to engage in any controversy and we neither endorse nor oppose any causes. Our primary purpose is to stay free from cocaine and all other mind-altering substances, and to help others to achieve the same freedom.

We use the 12 steps of recovery because it has already been proven that the 12-step recovery program works.

It is a custom in Cocaine Anonymous to read *We Can Recover*, taken from *Hope, Faith & Courage*. I have asked _____ to read this for us.

(optional) It is a custom In Cocaine Anonymous to read *Who is a Cocaine Addict?* or *Who is a C.A. Member?*. I have asked _____ to read this for us.

This is an H&I panel speaker meeting of Cocaine Anonymous. We ask that you relate to the feelings being shared so that you can better identify with our stories. The stories shared here reflect the experiences of the individuals who tell them and do not represent C.A. as a whole. This will be followed by a question and answer period.

(Speaker(s) share(s) for 10-20 minutes)

(Question and answer period at this point. If time permits, or no questions are forthcoming, you may distribute the "25 questions.")

(Five minutes before the meeting ends) Our time is up. If anyone has any questions that went unanswered, please share them with our speakers after the meeting. (If this is an open H&I meeting, remind the people that free literature is available for patients or clients of the facility only.)

I would like to close by having _____ read *The Promises*, *A Vision for You*, or *Reaching Out*.

After a moment of silence for the addict who still suffers, would _____ lead us in the prayer of his or her choice?

C.A. Hospitals and Institutions Suggested Open Meeting Format

Welcome to the H&I open meeting of Cocaine Anonymous. My name is _____, I am an addict. Are there any other addicts present?

Would you please help me open this meeting with the Serenity Prayer?

Cocaine Anonymous is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem, and help others to recover from their addiction. The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances. There are no dues or fees for membership; we are fully self- supporting through our own contributions. We are not allied with any sect, denomination, politics, organization or institution. We do not wish to engage in any controversy and we neither endorse nor oppose any causes. Our primary purpose is to stay free from cocaine and all other mind-altering substances, and to help others to achieve the same freedom.

We use the 12 steps of recovery because it has already been proven that the 12-step recovery program works.

It is a custom in Cocaine Anonymous to read *We Can Recover*, taken from *Hope, Faith & Courage*. I have asked _____ to read this for us.

It is also a custom in Cocaine Anonymous to read *Who is a Cocaine Addict?* or *Who is a C.A. Member?*. I have asked _____ to read this for us.

This is an H&I open participation meeting of Cocaine Anonymous. We ask that you relate to the feelings being shared so that you can better identify with our stories.

(Open for participation)

(Five minutes before the meeting ends) Our time is up. If anyone has any questions that went unanswered, please share them with someone after the meeting. Books and literature are free for clients of this institution.

I would like to close by having _____ read *The Promises*, *A Vision for You*, or *Reaching Out*.

After a moment of silence for the addict who still suffers, would _____ lead us in the prayer of his or her choice?