

Effective Report Writing In Narcotics Anonymous

Tom K.

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ALBUQUERQUE
2021

Why Write Reports?



- Records!
 - We need to keep accurate records of money and activities for the next trusted servants
- Communication!
 - The fellowship needs to know!
- **Writing is just as important in Service work as it is in Personal Recovery work.**
- **The 8th Concept of Service**



Types of reports:

- GSR Report to Group
- GSR Report to Area
- Sub-committee Reports (H&I, PR, etc.)
- RCM Report to Area
- RCM Report to Region
- RD/AD Report to Region
- Treasurer Report
- Chair/Vice Chair Report



Two Conflicting Goals



- Short and Sweet – no more than 3-5 sentences
- All the details – everything necessary – possibly pages

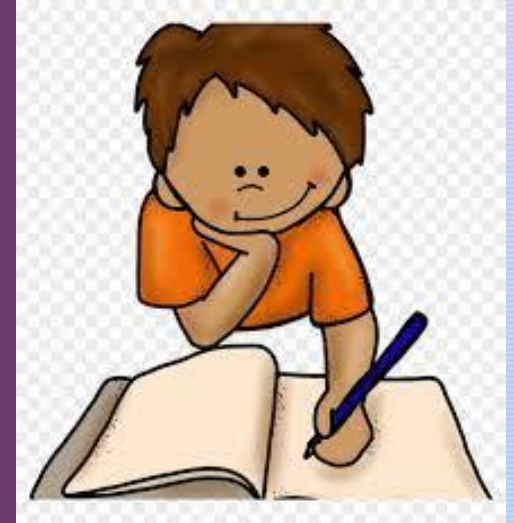
Solution: **Two level report**

- Summary - no more than 3-5 sentences
- Details – The results of the meeting, not the long discussion to get the results



Writing a Summary

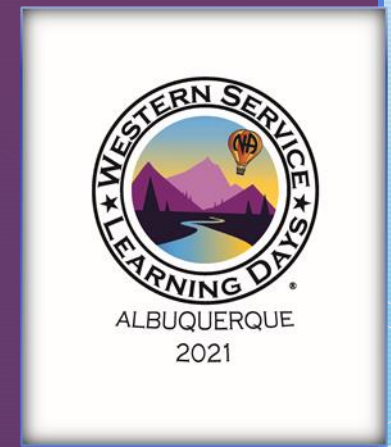
- During the meeting, write down major decisions
 - Just results, not the discussion or controversy
- Financials
 - Good, bad, surviving (a single number)
 - Details go in the detail part of the report, not in the summary
- Announcements – collect flyers, make notes
 - Includes open service positions
- Write the Summary immediately after the meeting!
The details can come later from the minutes.
- That's your summary!



GSR Report to their Group

- Just the summary from Area,
 - Possibly Region, Zone, or World
- Area Financials
- Open service positions at Area and Region
- Announcements
 - Brief Status of Subcommittee reports H&I, Phonenumber, PR, etc.
 - Activities
 - Meeting changes
 - Flyers

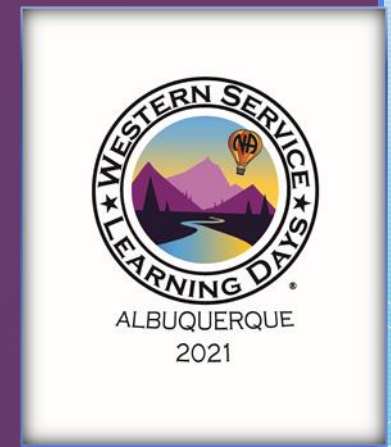
Consider doing part of the report one week
and finish over the next weeks



GSR Report to their Area

- Just a summary
 - Attendance, newcomers, financials
- Open service positions
- Changes in trusted servants
- Announcements
 - Any special events or speakers
 - Any Meeting changes?
 - Flyers

Ask yourself: What is important to other groups?



Sub-committee Reports



H&I, PR, Activities, etc.

1. Summary – 1-2 sentences

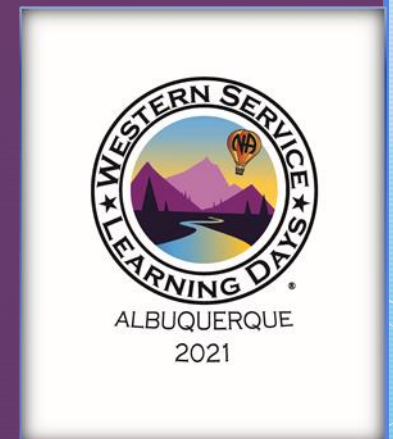
- Quantify what you are doing in your sub-committee
 - Number of H&I meetings, events, presentations, number of phone calls received, or website statistics
- Financials
 - Are you within budget?
 - Asking for any additional funds?

2. How many volunteers are engaged? Thank them.

3. Future projects

4. Introduce any items submitted to New Business

5. How are we doing as a subcommittee?



RCM Report to their Area

- Two level report
- A summary from Region, Zone, World
This is what you want to GSRs to say to their Groups
 - May include high level summary of financials, activities, open service positions, upcoming NAWS webinars and announcements
 - This is the most important part. **3-5 sentences.**
- Details
 - Financial details
 - Open service positions at Region and qualifications
 - Summary of Regional Subcommittee reports, Zone, and World
 - Regional convention or Learning Day news
 - Announcements
 - Flyers



RCM Report to their Region



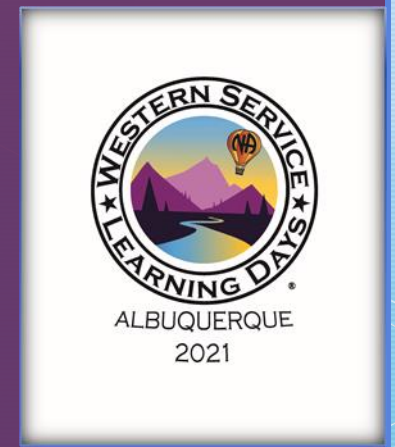
- Two level report
- A summary from your Area
This is what you want to RCMs to say to their Areas
 - High level summary which may include financials, activities, any help needed, and announcements
 - This is the most important part. 3-5 sentences.
- Details
 - It may be important to your Area, but is it important to the Region?
 - Financial details
 - Open service positions at Area and qualifications
 - Summary of Area Subcommittee reports – struggling, OK, great!
 - Announcements
 - Meeting changes
 - Flyers
 - Anything your Area can do for other Areas or Region as whole



RD/AD Report to their Region



- Two level report
- A summary from Zone, World
This is what you want RCM to take to Areas for GSRs to say to their Groups
 - May include high level summary of financials, activities, open service positions, and announcements
 - This is the most important part. 3-5 sentences.
- Details
 - Financial details
 - Summary of reports from Zone and World
 - Description of any new resources e.g. new web pages at na.org
 - Upcoming NAWS webinars
 - Announcements
 - Other Regional or Zone events, conventions, WSLD
 - Flyers

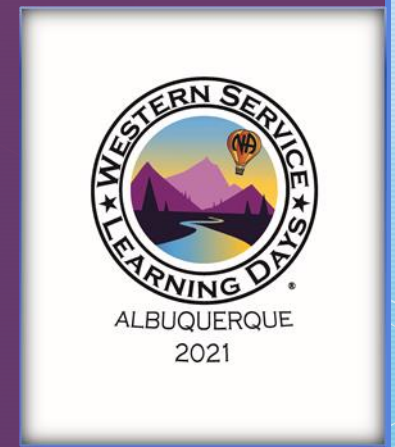


RD/AD Report to their Region During CAR



The regular report plus...

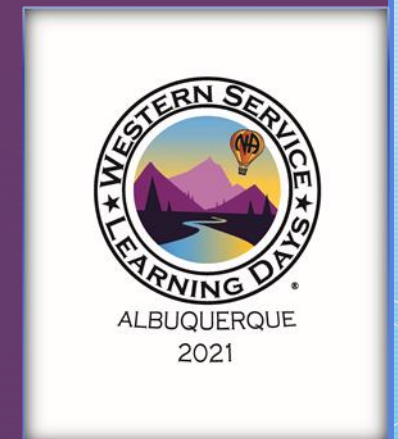
- Highlight the CAR motions
- Schedule of when/where CAR workshops will occur
 - Physical and Virtual
- Where to get additional information on the CAR
 - NA.org
- Offer to provide CAR information
- How the CAR votes will be tallied and made available



RD/AD Report to Zone, World



- Two level report
- A summary from your Region
 - Publicize a regional activity or convention that would be considered zone wide or worldwide
 - Any requested help from other Regions or Zones
 - May include high level summary of financials, number of meetings, attendance growing or not. E.g. Region x struggling financially, 200 meetings, most meetings still online, several new meetings, H&I growing
 - This is the most important part. 3-5 sentences.
- Details
 - Success stories – e.g. H&I expanding during Covid and offer to help other Regions
 - Financial details such as insurance
 - Summary of reports from regional sub-committees
 - Description of any new resources e.g. new web site or BMLT or new phonenumber
 - Announcements
 - Flyers





*“When I made you VP of Royal Treasury,
I expected you to approve my expense reports.”*

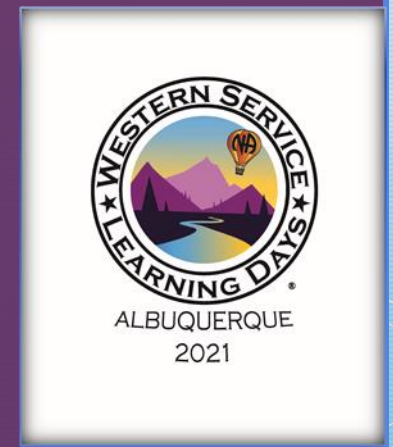


Group Treasurer Report

Read the Treasurer Handbook!

1. Balance from last report
2. Income
 - 7th Tradition
 - Any donations other than 7th tradition

1. Expenses
 - Rent
 - Literature
 - Refreshments
 - Area Donation
 - Other
2. Prudent Reserve
3. Remaining Balance



Area Treasurer Report



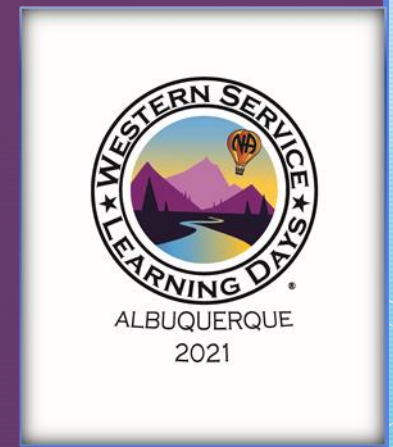
1. Balance from last report
2. Income
 - 7th Tradition
 - Any donations other than 7th tradition

1. Expenses
 - Rent
 - Special activity expenses e.g. Learning Day
 - Sub-committee expenses
 - Refreshments
 - Regional Donation
 - Other

2. Prudent Reserve

3. Remaining Balance

4. If the Area has an Annual budget, how are we doing? Any over or under



Regional Treasurer Report



1. Balance from last report
2. Income
 - 7th Tradition
 - Any donations other than 7th tradition
3. Expenses
 - Rent
 - Special activity expenses e.g. Learning Day
 - Sub-committee expenses
 - Refreshments
 - Donation to World
 - Other
4. Prudent Reserve
5. Remaining Balance
6. If the Region has an Annual budget, how are we doing?

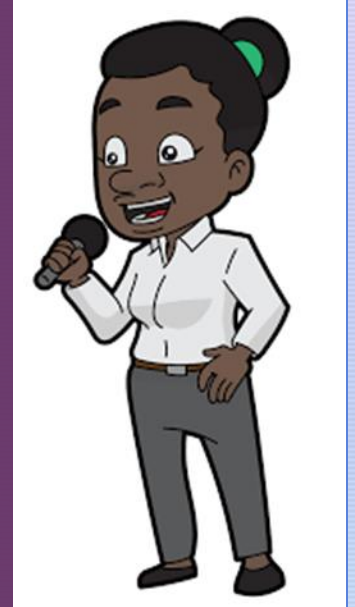


WHAT MY FAMILY THINKS MY MEETINGS ARE LIKE



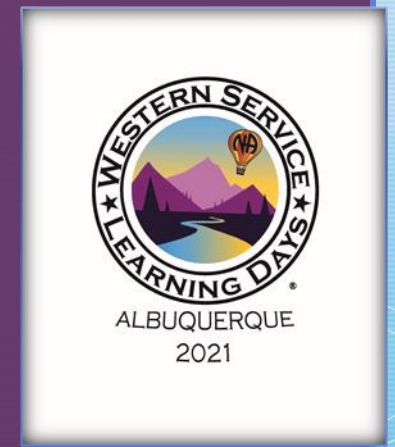
Chair/Vice Chair Report (Area or Region)

1. Summary of any executive committee meetings
2. Actions taken since the last meeting
3. Concerns
4. Future projects
5. Intro to any items in New Business
6. How are we doing as an Area/Region/Zone?



Resources and contacts

- World Services
 - Narcotics Anonymous World Services, Inc.
PO Box 9999 – Van Nuys, CA 91409
USA Tel. +1/818.773.9999 Fax +1/818. 700.0700
Website: www.na.org
- NA In El Paso, New Mexico, and Four Corners
www.riograndena.org
- Follow-up: Rio Grande NA PR coordinator
Tom K. (408) 857-3438
PublicRelations@riograndena.org





Questions!

