

## Guidelines of the Western States Zonal Forum

Approved **January 20, 2023**

### **1. Mission Statement**

The Western States Zonal Forum (WSZF) is a service-oriented sharing session that joins the regions of the Western States Zone to collectively share our service challenges and share our solutions to challenges through annual meetings and ongoing communication. The Forum provides training opportunities to benefit zonal and local members and their service bodies. The interaction and collaborative exchange with NAWS and the World Board serves our body and helps us prepare for the World Service Conference (WSC) and supports Fellowship development.

### **2. Member Regions**

Membership in the WSZF includes, but is not limited to, the following regions. Any region which considers itself appropriate for membership in the WSZF is invited to participate in any and all of our meetings.

- a. Alaska Region
- b. Arizona Region
- c. California Inland Region
- d. California Mid-State Region
- e. Central California Region
- f. Northern California Region
- g. Pacific Cascade Region
- h. Region 51
- i. Rio Grande Region
- j. San Diego Imperial Counties Region
- k. Sierra Sage Region
- l. Southern California Region
- m. Washington Northern Idaho Region

To accomplish its primary purpose, the WSZF has established guidelines that provide direction and accountability for its actions. The member Regions must approve these guidelines by consensus.

The WSZF will conduct itself in accordance with the Twelve Traditions and the Twelve Concepts for NA Service so that a spirit of selfless service, and not of government, remains always as its guidepost.

### **3. Meetings**

Meetings scheduled as follows:

- a. Conference Year -
  - i. WSC (May)
  - ii. Online (July)
  - iii. WSLD Hybrid Mtg (October)
  - iv. Annual Meeting - 4 Days, In Person (January/February)
- b. Non-Conference Year -
  - i. Online April/May
  - ii. Online July
  - iii. WSLD Hybrid Mtg (October)
  - iv. Annual Meeting - 4 Days, In Person (January/February)
- c. Special or Emergency online meetings can be called and scheduled as needed

All decisions made by the WSZF pertain to the business of the Zone. Any other decisions that directly affect our member regions will be brought back to our Regions

Meeting location will be decided at our annual meeting in the year prior. It is suggested to bring bids for hotel locations to the annual gathering. The meeting must take place close to a major international airport with affordable transportation to and from the facility. The host region provides a secretary for the WSZF

Although any member region may present a bid to host the next year's WSZF, a letter of permission from that region must be acquired within 6 months. Reference the planning timeline on WSZF.org

The Zonal Facilitator will request participation from NAWS at least 3-6 months prior to the proposed date of the zonal CAR and CAT workshops, or any special events

The agenda for the next Zonal Forum meeting will be set by the Facilitator with input from each Regional Delegate and the hosting region. Suggestion to use the scan form on WSZF.org

#### **4. Zonal Trusted Servants**

##### Elections

Elections are held the first WSZF meeting following the WSC

All positions are two-year terms, coinciding with the WSC cycle, with the Alternate Facilitator stepping into the Facilitator position, if confirmed

Nominations will be taken at the WSC

##### a. Facilitator and Alternate Facilitator

Requirements:

- 8 years continuous clean time
- Previous service experience in NA at the Area, Regional, or Zonal level
- Ability to lead a meeting and guide the workgroup
- Ability to keep financial and project plan records
- Knowledge of webinar technology and the ability to conduct electronic meetings

Facilitator Responsibilities:

- Funded by the zone to attend the WSZF Annual meeting. See funding
- Non-Voting member of the Zone
- Is the single point of accountability and primary contact for the Western States Zonal Forum
- Present complete written and oral report at each zonal meeting
- Facilitate all regular meetings of the WSZF
- The Facilitators will request someone to act as Secretary for non-annual WSZF meetings
- Finalize the agenda in writing and post to WSZF.org and our online communication platform no later than two weeks prior to all meetings.. Is responsible for posting the minutes from each zonal meeting and the current budget annually
- Co-signer on the checking account or other banking instrument
- Maintains physical custody of the checkbook, receipts, reports, and bank statements
- Maintains and updates the General Ledger and Budget workbook and publishes all changes in Loomio 2 weeks prior to each quarterly meeting. Budget should be presented annually by November 30th.
- The Zonal Facilitator will request participation from NAWS as needed

- Will appoint a project leader to any projects agreed to
- Purchases online and technology tools from the regions' contributions

Alternate Facilitator Responsibilities:

- Funded by the zone to attend the WSZF Annual meeting. See funding
- Non-Voting member of the Zone
- Works with the Facilitator to keep accurate financial information in a clear and concise manner according to generally accepted accounting principles
- Present complete written and oral report at each zonal meeting
- Will take minutes, if necessary, at all non-annual WSZF meetings
- Works with the Facilitator to prepare and post redacted copies of bank statement(s) with a written report
- Co-signer on the checking account or other banking instrument
- E-mail minutes to zonal participants within 14 days of the close of each zonal meeting
- Will be nominated to serve as Facilitator after serving as Alternate Facilitator
- Facilitates the California Collaboration meeting

b. Secretary

- Non funded position
- At the annual meeting, Coordinates with local host on note taking and archives
- Prepare accurate minutes of each Zonal meeting
- Submits minutes to Facilitators for approval before posting on Loomio within two (2) weeks following the Zonal meeting
- Submit minutes to IT Chair to be posted online for archives
- Maintain a current list of Member regions and their Delegates including email and phone numbers
- Provide electronic forms at each meeting
- Secretary should have general office and clerical skills to include MS Office, and other Collaboration tools

c. Technology Workgroup

i. Chair Responsibilities

- Funded by the zone to attend the WSZF Annual meeting. See funding
- WSZF.org is an integral communications conduit connecting all the Regions in the Zone. Its primary purpose is as an information exchange between members, other Regions, Zones, and NA World Services. The site should be owned, funded, and hosted by the WSZF. All costs for site maintenance will be included in the zonal budget
- The content on the website is maintained by the IT Workgroup. It is developed based upon zonal participant input. External links will only be to member regional websites, other Zones, and NAWS. The site should be an evolving, living document, and updated on an as-needed basis
- To coordinate WSZF-related activities, a calendar of events can be maintained by the IT Workgroup with input from the zonal participants
- WSZF provides technology platforms and services for internal zonal communication and collaboration. All costs for these platforms will be included in the zonal budget. All current and former RD's and RDA's remain on our online communication platforms unless request for removal
- WSZF can offer technology platforms and services to member Regions and their associated service bodies. All costs for these platforms will be included in the zonal budget

- The IT Chair is responsible for overseeing maintenance of WSZF technology platforms and works closely with all zonal trusted servants. Maintenance guides and tutorials, as appropriate, should be maintained by the IT Chair
  - The IT Chair shall oversee a standing open Technology Workgroup, open to all members who live in the Zone
- ii. Vice Chair Responsibilities
- The Technology Workgroup will elect a Vice Chair. This position will be a two-year term, coinciding with the WSC cycle. The election for Vice Chair will be held at the first Technology Workgroup meeting following the election of each new IT Chair:
  - Responsibilities:
  - Serve as a second Technology Workgroup member given access to passwords and other credentials for the various Zonal IT Resources.
  - Perform any of the IT Chair's duties in the absence of the Chair.
  - This position is not funded for travel to the WSZF unless the IT Chair is unable to attend, in which case the Technology Workgroup Vice Chair may serve as Acting IT Chair.

d. Workgroups

- Are standing and continuous to deliver direct services
- Open workgroups are open to members who live in the Zone
- Closed workgroups are open only to current or past WSZF RD and RDA's
- Workgroups report on progress wherever zonal meeting opportunities occur and at the annual WSZF meeting in writing

e. Task Forces

- After strategic planning or discussion, a temporary group will be formed to address the needs of the Zone and/or member regions.
- After the Task Force's objective is done, it is dissolved
- An Open Task Force is open to members who live in the Zone
- A Closed Task Force is open only to current or past WSZF RDs and RDAs

**5. Procedure: Consensus Based Decision Making**

- Proposal/Topic is introduced with a filled out Proposal/Topic Form
- The facilitator opens the dialogue. Begin with the maker of the proposal/topic
- Clarifying questions are taken. This is when questions are asked to ensure that all participants understand the proposal/topic. This is not the time for general discussion
- Facilitator asks for concerns or reservations (General Discussion). This is when modifications may be made to the proposal/topic in an effort to address expressed reservations or concerns
- Facilitator asks for Consensus
- CONSENSUS is reached when 2/3 of the voting RD's are in favor of a proposal/topic (9 out of 13 for full vote).
- Definition: Consensus Based Decision Making: Consensus is defined as the decision-making process used by the WSZF in which discussion and compromise are used to reach agreement. For example, if a proposal/topic is introduced to change, or create a practice of the Zone and consensus of 2/3 is not reached, the practice will continue as it currently stands or will not be implemented
- The outcome will be recorded in the Proposal-Topic Log, revised, and uploaded to <https://wszf.org/guidelines>

## **6. Process for Zonal Nominations and Nominations for WSC Positions (Workgroups, World Board, HRP, and Co-Facilitator)**

- Member region submits candidate for Zonal Nomination with time for RDs to take the nomination back to member RSCs (if needed). For WSC positions, this will be the First Quarter meeting in odd-numbered years. For workgroup nominations, the timeline will depend on the request from the WB. If possible, there needs to be at least 6 months to bring back to member RSCs
- The candidate does not need to be present for nomination but must submit a complete service resume outlining the necessary requirements for the position sought
- Zonal participants have time to ask the candidate questions regarding the nomination and their qualifications or if not present, will make of list of written questions to be answered by the candidate within 30 days after the meeting
- Consensus of the voting members will be used during the nomination process. The candidate will be notified by writing or in person of the Zone's decision

## **7. Budgeting**

- The Budget will be prepared by the Facilitator and Alternate Facilitator then submitted by November 30th, and voted on by the member Regions at the WSZF annual meeting.
- The budget will be annual.
- Each region contributes towards our shared budget, at \$300 per region, by September 30<sup>th</sup>
  - Every 2 years the contribution amount should be reconsidered to determine if an increase is necessary.
  - The contributions are utilized to pay for ongoing technology costs, and funding trusted servants to the annual meeting.
- The Facilitator and Alternate Facilitator are responsible to pay for the Zone's online and technology tools out of these contributions, annually
- The budget will include:
  - Travel, lodging, and per diem for Facilitator, Alternate Facilitator, and IT Chair
  - Other expenses as agreed to by the Zone and its member regions
- At the end of the term for the Facilitator and Alternate Facilitator (non-conference year), an audit is conducted with the outgoing facilitators, incoming facilitators (if applicable), and at least one current RD from our Zone

## **8. Social Media Policy**

- Social Media and our Guiding Principals can be reviewed on NAWS here: [https://www.na.org/admin/include/spaw2/uploads/pdf/servicemat/Dec2011\\_Social\\_media.pdf](https://www.na.org/admin/include/spaw2/uploads/pdf/servicemat/Dec2011_Social_media.pdf)
- WSZF will host and maintain a Facebook Group – WSZF. The group can be located at <https://www.facebook.com/groups/961109504640983>. The group is a Private group, meaning that information and membership in the group is not visible to the public or non-group members. The Facilitator and Co-Facilitator of the WSZF will administer the page and RDs and RDAs may volunteer to serve as moderators.
- The WSZF Facebook group should be utilized by members within the zone to as a service-oriented social media tool. Care must be taken to moderate content shared and members approved.
- The WSZF Welcome Video should be shared with hosting Regions for all WSZF meetings, and may be posted to the WSZF Facebook group.
- Business may be conducted on an online platform. Some current business should be limited to current RD/AD teams and elected servants, and may be posted in a private section. Other discussions may be opened up to past delegates, or others as requested by current delegate teams.

Please note, per Facebook Community Guidelines:

	<b>Public</b>	<b>Private</b>
Who can see what members post, comment and share in the group?	Anyone, on or off Facebook	Current Members
Who can see the list of members in the group?	People on Facebook	Current Members
Who can see who the admins and moderators are?	People on Facebook	People on Facebook

There are two roles for people who manage groups: admins and moderators.

The table below outlines the roles and what they're able to do:

	<b>Admin</b>	<b>Moderator</b>
Make another member an admin or moderator	✓	
Remove an admin or moderator	✓	
Manage group settings (ex: change the group name, cover photo or privacy settings)	✓	
Approve or deny membership requests	✓	✓
Approve or deny posts in the group	✓	✓
Remove posts and comments on posts	✓	✓
Remove and block people from the group	✓	✓
Pin or unpin a post	✓	✓

## 9. XII Travel Reimbursement

- Facilitators and IT Chair will only be reimbursed or have travel purchases paid for travel on the days they were scheduled to travel or attend an event, unless requested and approved prior to travel.
- Per Diem will be aligned with the current Guide to World Services Travel Policy
- Mileage will be per the IRS guidelines per year
- The WSZF funds half the cost of a room for both the Facilitator, Alternate Facilitator and the IT Chair
- Receipts for travel, hotel, and zone expenses (e.g. online and technology costs) will be posted with the annual budget

WSZF Guidelines Addendum A

WSZF Reimbursement Request

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position \_\_\_\_\_

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Days	Travel	Lodging	Meals/Tip	Other
Day 1				
Day 2				
Day 3				
Day 4				
Day 5				

Refer to current guidelines for per diem at <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Provide all receipts and documentation for all expenses incurred during the time frame of the WSZF Meeting.

