

BADGERLAND AREA POLICY AND PROCEDURE



Updated June 2009

What is BADGERLAND Area Service Committee?

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Badgerland Area Service Committee (BASC) is made up of: Group Service Representatives (GSRs); Group Service Representative Alternates (GSRAs); Subcommittee (SC) Chairpersons; the Administrative Committee (AC) [Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice-Treasurer, Regional Committee Member (RCM), and the Regional Committee Member Alternate (RCMA)]; and any interested or concerned Narcotics Anonymous (NA) members. Everyone is welcome. The BASC meets once a month to serve the needs of its groups by conducting BASC business. An NA group supports the BASC through participation and donations. Whenever a group has a specific problem it can come to the Area meeting for guidance. Active participation from each GSR is essential for a successful BASC. GSRs keep their groups informed about BASC actions, and represent their group's conscience in all BASC decisions. The monthly BASC meeting is an ongoing process of giving back what we are so freely given.

Purpose: The purpose of the BASC is to administer and coordinate the business common to the welfare of NA groups within the geographic boundaries of the Badgerland Area; to support the needs of these groups; to serve as a link between these groups and the Wisconsin Regional Service Committee (WRSC) of NA and to form SCs as needed. In addition BASC supports these SCs in their endeavors and fosters unity as guided by the 12 Traditions of NA.

How does the BASC work?

General: The BASC meets the second Sunday of the month at noon. Every reasonable effort will be made to hold our meetings and activities at wheelchair accessible locations. This body recognizes itself as a service committee of NA and thereby adheres to the 12 Steps, 12 Traditions and 12 Concepts of NA.

1. Trusted servants of the BASC: The AC and SC Chairpersons.
2. GSRs and GSRAs are trusted servants of their groups. For this document, GSR and GSRA are defined as stated in the approved A Guide to Local Services in NA (GLS). Trusted servants of BASC may serve as a GSR or a GSRA. To ensure all groups have equality of representation each GSR or GSRA may only represent one group.
3. The BASC closely follows ROBERT'S RULES OF ORDER.
4. Voting members: While everyone is welcome at the area meeting, not everyone may vote. There will be only one vote per group. GSRs form the voting body of the BASC.
 - a) In the absence of the GSR, that group's duly GSRA shall have all of the rights and responsibilities of the GSR.
 - b) In the absence of the GSR and GSRA, a duly appointed representative shall have all of the rights and responsibilities of the GSR. A duly appointed representative is one that has been voted in by a group at a group business meeting.
5. Active Group: An Active Group is defined by the presence of a GSR or GSRA at the time a quorum is established.
6. Quorum: A quorum shall be defined by 50% of active groups.
7. Motion: All debatable motions are submitted in writing to the Secretary, who numbers them in the order received. New motions will be considered during new business. It is recommended GSR's or GSRA's brings business to the floor, although any member (with the exception of the Chairperson) may introduce motions and/or participate in discussion. All motions (except SC motions) must be seconded before a debate can begin.

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- a) Debate is limited to 3 pros and 3 cons with a two-minute time limit for each speaker. An individual may not speak twice on the same motion (except for points of inquiry or information). The Chairperson asks for a pro, then a con, and continues in that pattern. If there are no cons, voting begins immediately.
 - b) All motions regarding policy must be taken back to groups by the GSR, GSRA or representative for a vote. The GSR will vote on the policy motion at the BASC according to their groups vote.
 - c) In matters of policy and procedure, it takes a 2/3 vote of all groups represented at the BASC monthly meeting to pass a policy or procedure change or addition after the policy has been presented to groups in the previous month.
 - d) If a group does not have a conscience on a policy motion, the GSR, GSRA or Representative can carry the group conscience.
8. Open Forum: This is to discuss any questions, concerns, or problems that a group or individual would like to discuss at the BASC. Open Forum lasts no more than 30 minutes. Anyone may speak at Open Forum. The BASC Chairperson will preside over Open Forum, and recognize those wishing to speak.

Agenda: Priority business is at the discretion of the Chairperson. However, the following agenda will be the normal order of business:

1. Call to order
2. Open with the Service Prayer
3. Read Concept of the month
4. GSR Reports
5. RCM Report
6. Subcommittee Reports
7. Administrative Committee Report
8. **BREAK**
9. Establish a quorum
10. Approve of last month's Minutes
11. Treasurer's Report and its approval
12. Election of vacant BASC positions
13. Open Forum
14. Old Business
15. New Business
16. Adjourn

Service Prayer: Higher Power, grant us the knowledge that we may serve according to you Divine Precepts. Instill in us a sense of your purpose. Make us Servants of your Will and grant us a bond of selflessness, that this may truly be your Work, not ours, in order that no addict, anywhere, need die from the horrors of addiction.

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ADMINISTRATIVE COMMITTEE

Chairperson

1. Suggested three-years clean time with previous AREA SERVICE COMMITTEE (ASC) experience.
2. Strong working knowledge of the 12 steps, 12 Traditions and 12 Concepts of NA.
3. Willingness to give the time and resources necessary to do the job.
4. Familiarity with *ROBERT'S RULES OF ORDER*.
5. Duties:
 - a) Open the meeting at the appointed time.
 - b) Establish a quorum as necessary to conduct business.
 - c) Announce in proper sequence the business that is to come before the BASC and exercise discretion in setting priority business.
 - d) Recognize members who are entitled to the floor.
 - e) Enforce *ROBERT'S RULES OF ORDER* relating to debate and order within the meeting.
 - f) State and put to a vote all motions that come before the BASC, or that otherwise arise in the course of the proceedings, and announce the result.
 - g) If a motion that is not in order is made, rule it out of order.
 - h) Settle a tied vote by postponing or tabling the motion.
 - i) Conduct the meeting with impartiality and fairness.
 - j) Declare the meeting adjourned at the end of business, or when a vote to adjourn passes.
 - k) Attend BASC meetings, and maintain contact with SC Chairpersons throughout the month, as needed.
 - l) Attend SC meetings whenever possible and, along with the rest of the AC, provide leadership for any SC without a chairperson.
 - m) Serve as a co-signer of the BASC bank account.
 - n) Welcome newcomers to the meeting.
 - o) Prepare and submit a written report each month to the BASC including expenses & activity to be included in the BASC meeting minutes.

Vice-Chairperson

1. Suggested two-years clean time with previous ASC experience.
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. Willingness to give the time and resources necessary to do the job.
4. Familiarity with *ROBERT'S RULES OF ORDER*.
5. Duties:
 - a) In the absence of the Chairperson serve as the Chairperson.
 - b) Attend SC meetings whenever possible and along with the rest of the AC, provide leadership for any SC without a chairperson.
 - c) Attend BASC meetings.
 - d) Serve as a co-signer of the BASC bank account.
 - e) Prepare and submit a written report each month to the BASC including expenses & activity to be included in the BASC meeting minutes.
 - f)

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Secretary

1. Suggested one-year clean time with previous service experience.
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. Willingness to give the time and resources necessary to do the job.
4. Duties:
 - a) In the absence of the Chairperson, the Vice Chairperson, and the RCM, calls the meeting to order and presides until the immediate election of Chairperson Pro-tem.
 - b) To furnish the members of BASC with the documents that are required for the performance of their duties (report forms, motion forms, etc.).
 - c) Maintain a file in which this document and BASC minutes are kept with any amendments to these documents properly recorded, and have the current file(s) on hand at every BASC meeting.
 - d) Check the BASC post office box and distribute the mail.
 - e) Type and mail correspondence of the BASC, which is not a proper function of other members of the AC or SCs.
 - f) Distribute minutes within 14 days following the BASC meeting.
 - g) Attends BASC meetings and maintain an up-to-date BASC mailing list.
 - h) Attend SC meetings whenever possible and, along with the rest of the AC, provide leadership for any SC without a chairperson.
 - i) Update and maintain the Area archives.
 - j) Serve as a co-signer of the BASC bank account.
 - k) Prepare and submit a written report each month to the BASC including expenses & activity to be included in the BASC meeting minutes.

Treasurer

1. Suggested two-years clean time with previous BASC experience.
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. Willingness to give the time and resources necessary to do the job.
4. Must be financially secure and able to maintain the BASC's financial records.
5. Duties:
 - a) Custodian of all the BASC's funds.
 - b) Disburse funds in accordance with BASC decisions and this policy when the funds are available.
 - c) Collect all receipts.
 - d) Submit a full written report each month to include; monthly beginning balance, all monthly income, expense items, a month end balance and a copy of that month's bank statement. The report will be included in the monthly BASC meeting minutes.
 - e) Deposit all money received at the BASC and functions within three business days.
 - f) Attend BASC meetings.
 - g) Attend SC meetings whenever possible and, along with the rest of the AC, provide leadership for any SC without a chairperson.
 - h) Serve as a co-signer of the BASC bank account.
 - i) Hold all blank checks.

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Vice Treasurer

1. Suggested two-years clean time with previous BASC experience.
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. Willingness to give the time and resources necessary to do the job.
4. Must be financially secure and able to help maintain the BASC's financial records.
5. Duties:
 - a) Work closely with the BASC Treasurer to gain a working knowledge of the BASC's financial records and procedures.
 - b) Attend BASC meetings.
 - c) Attend SC meetings whenever possible and, along with the rest of the AC, provide leadership for any SC without a chairperson.
 - d) Assume duties of the Treasurer if the Treasurer is absent or resigns.
 - e) Serve as co-signer of the BASC bank account.

Regional Committee Member

1. Suggested two-years clean time with previous BASC and GSR experience.
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. Willingness to give the time and resources necessary to do the job.
4. Familiarity with *ROBERT'S RULES OF ORDER*.
5. Duties:
 - a) Attend any Badgerland Area group meeting when requested and possible.
 - b) In the absence of the Chairperson and Vice-Chairperson, acts as Chairperson of the BASC.
 - c) Attend and represents the BASC at WRSC meetings.
 - d) Attend BASC meetings and prepare and submit a report regarding the business of the WRSC, expenses and activity to be included in the BASC meeting minutes.
 - e) Maintains a current mailing list of other Areas and WRSC trusted servants.
 - f) Attend SC meetings whenever possible and, along with the rest of the AC, provide leadership for any SC without a chairperson.

Regional Committee Member Alternate

1. Suggested one-year of clean time with previous BASC and/or GSR experience.
2. Working knowledge of the 12 Steps, the 12 Traditions and 12 Concepts of NA.
3. Willingness to give the time and resources necessary to do the job.
4. Familiarity with *ROBERT'S RULES OF ORDER*.
5. Duties:
 - a) In the absence of the RCM serve as RCM.
 - b) Attend WRSC meetings.
 - c) Attend BASC meetings.
 - d) Attend any Badgerland Area group meeting when requested and possible.
 - e) Attend SC meetings whenever possible and, along with the rest of the AC, provide leadership for any SC without a chairperson.

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SUBCOMMITTEES

General Purpose: The purpose of BASC SCs is to do the work necessary to carry out the directives of the BASC. Each SC will deal with specific service and is bound by the policy set forth by BASC. A copy of the appropriate handbook will be provided to the newly elected chairpersons of BASC SCs. Each SC is directly responsible to the BASC. Each SC consists of a Chairperson, a Vice Chairperson and volunteers. All SC Chairpersons will be elected during the annual BASC elections, except Ad-Hoc SCs whose Chairperson is appointed by the BASC Chairperson and which committee consists of a Chairperson and volunteers.

Policy: Each SC follows the policies presented in this document. Any changes to any SC policy will be considered a policy change.

Budgets: Each SC develops an annual working budget to be submitted for approval at the BASC two months after the annual election. After that time, no funds may be disbursed without an approved budget. SCs may draw their approved amount from the treasury without further action being required by the BASC. If no funds are drawn for the month, they may not be drawn later. A SC receiving funds will have a written monthly financial report listing funds received, expenses incurred (with receipts attached), income generated, and the ending inventory and balance. Any excess supplies, literature or inventory, must be returned to the BASC in the month following receipt of such assets. No further funds will be disbursed without this written monthly financial report. No funds over and above the approved budget amount for that calendar month, will be released without 2/3 approval of all groups represented at the BASC meeting.

Subcommittee Chairpersons

1. Suggested one-year clean time with previous experience on the SC.
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. Willingness to give the time and resources necessary to do the job.
4. Familiarity with *ROBERT'S RULES OF ORDER*
5. Familiarity with any current approved handbook particular to their service.
6. Duties:
 - a) Attend BASC meetings.
 - b) Hold monthly scheduled meetings at a specified time and place and these meetings will be open to the fellowship at large.
 - c) Gives the SC report at BASC in writing. The report includes minutes of SC meetings, plans, proposals, and provides financial accountability.
 - d) Suggested attendance at respective subcommittee meetings at WRSC meetings.
 - e) Maintain awareness of WRSC SC issues.
 - f) Attempt to hold learning days and/or workshops to promote awareness of and participation in their SC.

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Policy and Procedure (P&P): This SC is comprised of the AC, all SC Chairpersons, and any other interested addicts. Its purpose is to deal with policy matters.

1. Duties:
 - a) Determine how prudent reserve is established and accounted for once all SC budgets are accepted.
 - b) Look at each SC's financial accountability.
 - c) Consider policy changes submitted to the BASC.
 - d) Periodically review and update policy and procedure for the BASC.

Activities: The purpose of this SC is to promote fellowship within NA through the coordination of a variety of activities. It is one of two SCs to generate funds to further achieve our primary purpose of carrying the message to the addict who still suffers. These functions are designed to enhance NA's primary purpose, not to replace group contributions in funding BASC service.

1. Duties:
 - a) Plan, provide, and coordinate activities.
 - b) Obtain the necessary funds and/or approval of funds to put on the event.
 - c) Announce the activities by appropriate means such as flyers.
 - d) Provide the necessary information and publicity at least two months in advance of the activity throughout Badgerland and at the WRSC.
 - e) Be aware of other Area's functions to attempt to avoid scheduling conflicts.
 - f) Complete a financial report for each function & submit at the BASC meeting following the function to be included in the monthly BASC meeting minutes.

Additional Needs: The purpose of this SC is finding solutions for, and educating, the BASC and the local fellowship about circumstances that make it difficult for all addicts to receive the NA message. These circumstances may include such issues as accessibility to meetings and activities; childcare; foreign language and American Sign Language translations.

1. Duties:
 - a) Attend Area groups and activities and become aware of any additional needs

Hospitals & Institutions (H&I): This SC is a group of addicts from the fellowship of NA who believe in the concept "To assure that no addict in a hospital or institution, seeking recovery need die without having a chance to find a better way of life...". This concept should always be H&I's primary concern so that when an addict who is housed in a correctional institution, hospital or recovery house reaches out for recovery. NA is there.

1. Duties:
 - a) Establish and maintain communication between the SC and the facilities it serves by phone, in person or in writing and keep records of the same.
 - b) Insure that all SC members have a working knowledge of, and comply with, all BASC policies, rules of the individual facilities, and approved H&I handbooks.
 - c) Maintain an updated list of facilities being served, their rules, the contact person, and SC members who are providing service at each.
 - d) The H&I Chairperson works closely with the PI Chairperson to coordinate responses from hospitals and institutions for NA information and services.

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Literature: This SC is responsible for maintaining an inventory of NA approved recovery and service related literature for distribution and/or sale at the BASC. It serves as a communication link in all matters of literature between the groups and literature committees on all levels, by providing a forum where members may contribute to the development and creation of NA literature.

1. Duties:

- a) Inform the area of any NA literature that is up for review and input.
- b) Review any proposed literature for NA and makes recommendations to the area.
- c) Hold regular meetings to review and prepare input on review-form literature.
- d) Purchase and resell literature to the groups in the area.
- e) Setup and maintain an accurate bookkeeping system for this function.
- f) Give a monthly report to the BASC to include income, expense, inventory, accounts receivable and cash on hand.

Outreach: The purpose of this SC is to promote unity among the groups in the BASC. Outreach carries the NA message and information on our service structure to new struggling groups. This SC also focuses on groups that are not represented by a GSR at the BASC.

1. Duties:

- a) Promote awareness of and adherence to the policies of the BASC.
- b) Promote awareness of and adherence to the NA service structure by attending targeted groups to share on this topic.
- c) Provide copies of this document to the groups that need it.
- d) Promote attendance at new groups by registering them with the WSO and BASC.
- e) Work with groups to keep meeting information current.
- f) Maintain monthly contact with any groups not represented at BASC.
- g) Try to recruit a GSR from every group not having one.
- h) Update, print, and distribute, meeting lists on an as needed basis.
- i) Provide for a area newsletter.
- j) To support start up of new meetings:
 - 1) Put meeting on meeting list.
 - 2) Give GSR, GSRA or Representative a GSR binder to include: Group Booklet, 12 Concepts, BASC Policy, GSR Orientation, Lit Order Form, GSR Report Form, and new meeting checklist.
 - 3) Facilitate \$40 startup literature order.

Printer Person: The Printer person is elected by the Outreach Sub Committee to serve at the pleasure of the Outreach Sub Committee.

1. Duties:

- a) Receive file ready for printing from BASC member, with how many copies needed, when needed and pick up time request noted
- b) Need one week notice to print.
- c) Will house printer.
- d) Will have own computer and be computer literate.
- e) Inform Tim B (printer owner) of printer location.
- f) Keep printer maintained.

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Phoneline: The purpose of this SC is to provide a telephone service to respond to calls that the BASC receives.

1. Duties:
 - a) Maintain and monitor the calls received.
 - b) Recruit and maintain a list of volunteers for response to 12-step calls.
 - c) Check with the phoneline daily.
 - d) Respond to calls in a timely fashion.
 - e) Provide a voicemail message with an updated meeting list and calendar of events.
 - f) Keep the volunteers trained with phone info, updated meeting lists, BASC functions.

Public Information (PI): This SC is for informing the public about NA and where and how NA meetings can be found.

2. Duties:
 - a) Keep information accurate and available to the public.
 - b) Adequately inform the fellowship about PI so that any member knows what to do when someone outside NA requests information.
 - c) Develop a contingency plan to respond to all requests for information from individuals, agencies, or media within the boundaries of Badgerland Area.
 - d) Inform the public and addicts, about NA meetings through such means as: bulletins posted; letters to specific individuals, institutions, agencies or groups; and newspaper listings.
 - e) Release news about NA and its offering of recovery.
 - f) Insure that all SC members have: a working knowledge of and adhere to the 12 Traditions of NA and the approved PI handbook.
 - g) Maintain archives on past PI experiences, such as copies of letters sent, news releases and newsprint listings.

Web Master: The Web Master is elected by the Public Information Sub Committee (PI) to server at the pleasure of the PI Sum Committee,

1. Duties:
 - h) Maintain Area Web Site.
 - i) Upload area function flyers to the functions page.
 - j) Check all flyers prior to uploading and remove any personal information.
 - k) Forward any email to appropriate trusted servants.
 - l) Make only PI committee or BASC approved changes to the web site.
2. Suggestions for Web Master:
 - m) One year continuous clean time.
 - n) Active participation on the PI Sub Committee.
 - o) Knowledge of web site maintenance.
 - p) A working knowledge of the 12 Steps, 12 Traditions, 12 Concepts, Area Policy and Procedure and PI policy.

Note:

A good working knowledge of the 12 Traditions is the single most important asset a member of this SC can have. No individual can ever speak for NA as a whole. An individual addict's competency to speak about addiction is limited to his/her experience in NA.

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OPERATION POLICIES AND PROCEDURES

Elections

1. Nominations will occur in October.
2. All nominees must qualify at the regular BASC meeting in November in person.
3. Voting on nominees will take place at the regular business meeting in November, by written ballot.
4. Newly elected trusted servants take office at the end of the December meeting.
5. All terms of office are for one year unless otherwise stated. No individual may hold a position for more than two consecutive terms.
6. An election to fill a vacancy in an office shall occur within two (2) regular meetings of the BASC after the vacancy arises. In the case of a vacancy in the office of the Chairperson, the Vice-Chairperson shall assume the duties of Chairperson until the start of the next regular meeting, following the election of a new Chairperson. In the case of a vacancy in the position of RCM, the RCMA shall assume the duties of RCM at the start of the next regular meeting following the vacancy.

Financial

1. Anyone requesting reimbursement from the BASC must provide receipts. No money will be disbursed without financial accountability. Any advances must be accounted for in the month immediately following the advance. Any excess funds must be returned to the BASC and receipts are required for all expenditures.
2. Two (2) area trusted servants must count and verify all funds received at area activities and the BASC meeting. Every effort should be made to insure the Treasurer is one of the trusted servants verifying funds. Funds must be deposited within three (3) Business days of the activity or BASC meeting.
3. An audit of the BASC financial records will be done annually during January by a committee of:
 - a) P&P Chair
 - b) BASC Chair
 - c) And at least one of the following
 - 1) Voting member
 - 2) Trusted Servant
 - 3) Any member of Badgerland Area
4. Mileage will be reimbursed to the RCM and/or the RCMA for travel to WRSC at the rate of 20 cents per map mile.
5. BASC will pay for one room for two nights, up to one hundred (100) dollars a night during WRSC weekends if the WRSC meeting is held over 100 miles from Madison. The room is for WRSC participants from BASC. The RCM is required to find the most economical room in the area.
6. Two members of the same household may not serve as co-signers on any BASC document.
7. BASC will pay rent for the BASC meeting location; this will be an administrative cost.
8. BASC will keep Seventeen Hundred Dollars and Twenty One cents (\$1,335.43) as a prudent reserve. This reserve totals two months of each budgets funds. This amount will be updated annually within 3 months of the annual elections.

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a) The current working reserves are as follows:

Activities	352.50
Special Needs	0.00
Hospitals & Institutions	300.00
Telephone Service	39.58
P.O. Box Service	11.66
Conference Room Rental	20.00
Treasurer's Supplies	0.00
Printing Costs	120.52
Bank Signature Verification Fee	10.00
RCM Meetings	218.34
Public Information	102.83
Outreach	160.00
	-
TOTAL	1,335.43

These amounts will be updated annually within 3 months of the annual elections.

9. All funds above the prudent reserve will be donated each month, 80% to Wisconsin Region Service Committee (WRSC) and 20% to Narcotics Anonymous World Service (NAWS).
10. In the case of low funds, BASC expenditures will be disbursed according to the following list of priorities:
 1. Telephone
 2. PO Box
 3. BASC meeting space rent
 4. Web Site Costs
 5. Outstanding bills
 6. Replenish Budgets

Further disbursements will be discussed at the BASC meeting and voted on.

Removal of Trusted Servants

1. A relapse while serving as a BASC Trusted Servant shall constitute an automatic resignation.
2. A Member of the AC or a SC Chairperson may be removed from their position for noncompliance. A majority vote of 50%+1 of the active groups registered within the Badgerland Area is required for removal. Noncompliance includes but is not limited to:
 - a) Non-fulfillment of the duties of the position.
 - b) Absence at two (2) regular meetings of the BASC without prior notification to the BASC Chairperson. (In the case of SC Chairpersons, absence at two [2] consecutive SC meetings shall also constitute non-compliance).
 - c) Found unfit as determined by the BASC.
 - d) Theft of misuse of BASC resources.

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Accountability

1. If an officer or SC Chairperson will be absent from the BASC meeting, it is his/her responsibility to arrange for a replacement, and to provide said replacement with the materials and information needed to fulfill the position.
2. No BASC member should hold more than one (1) BASC position.

KEY

NA	Narcotics Anonymous
BASC	Badgerland Area Service Committee
GSR	Group Service Representative
GSRA	Groups Service Representative Alternate
SC	Subcommittee
AC	Administrative Committee
RCM	Regional Committee Member
RCMA	Regional Committee Member Alternate
WRSC	Wisconsin Regional Service Committee
ASC	Area Service Committee
P&P	Policy and Procedure, a subcommittee
H&I	Hospitals and Institutions, a subcommittee
PI	Public Information, a subcommittee