

F. FELLOWSHIP DEVELOPMENT **COMMITTEE GUIDELINES**

THE FOUNDATION

Our Vision

"Fellowship Development enables NA Communities to work towards being fully self-supporting and functional within NA as a whole."

Our Goal

"FD should enable all the regions inside the Zone to reach common standards by offering the necessary tools."

Suggested General Service Criteria:

- Six years minimum clean time (FD Chair)
- Five years minimum clean time (FD Chair)
- Time and ability to fulfil the tasks that fall within the FDC responsibilities.
- A working knowledge of the 12 traditions, and 12 concepts of NA service.
- Commitment to serve the full term of two years.
- Be available to attend both EDM meetings for five days, every year.
- Be available to attend set EDM SC meetings online or conference calls in the interim periods.

Elections and Rotation

(Similar to SC)

Roles and Responsibilities of FDC

- FDC is a stand-alone committee, has its own budget and it takes its decisions independent from the Steering Committee (SC). It is accountable to the EDM.
- In addition to its own workshops, FDC collaborates with EDM and NAWs in the facilitation of workshops that are requested by communities.
- FDC coordinates the Task Team (TT) work.
- FDC prepares the "EDM NEWS" based on any updates or news they wish to communicate and will be published on EDM website.
- FDC is responsible for budgeting funded members to ESL, and will oversee program and facilitators in cooperation with local Host Committee of ESL.
- FDC compile a report for each EDM and coordinates the reports of the Task Teams to be presented at the EDM.
- FDC prepare a monthly update about FDC activities for the SC online meeting and share this information during the meeting.
- FD Chair and FD Vice-Chair communicate primarily through emails and C2C if possible.

Human Resource Pool

Members of the EDM Human Resource Pool can be chosen to assist and support FDC. The EDM Human Resource Pool (HRP) is made of current and former Regional Delegates and Trusted Servants (up to 2 years after they stepped down from EDM) who have declared themselves to be available to assist and support EDM, primarily FDC (FD Task Teams, FD Learning Days and workshops).

Budget:

- FDC has a fixed budget of 5000 Euros, which can be altered under extraordinary circumstances by approval of the EDM body. In case of any unforeseeable matters which require more money, it is at the FDC and SC's discretion to take a responsible decision and use money from the EDM account's accessible money.
- Administration of FDC budget (distribution of money, collecting the receipts and etc.) is done by the Treasurer of SC.
- All financial decisions are taken by the FDC and the final responsibility of these decisions rests on the FDC, the SC Treasurer acts only as an accountant and book keeper.

TASK TEAM GUIDELINES**Planning of FD Task request**

- Anyone can form a request but it must be sent to the FDC.
- FDC negotiates Task Team request with local community
- FDC approves request after evaluation (dates, time frame and workshop topics)
- FDC choose suitable/qualified members for Task Team (based on HRP) and introduce Task Team to „Liaison Person“ from local community and will hand over the task to Task Team
- FDC provides material if needed
- The communication loop between the Task Team, FDC and EDM Treasurer needs to be transparent and regular, always cc'ing all into emails or C2C if needed.
- According to the task the FDC may make suggestions that could improve the task.

Budgeting

- The Task team consists of 2 members (exception needs to be comprehensibly)
- Funding will be based on EDM funding guidelines.
- Low cost accommodation and cheapest flights are recommended
- After evaluation of the Task both team members will send their budget to FDC.
- FDC will approve the budget.
- The task team is accountable to provide receipts for budgeted items to EDM Treasurer.
- Any additional cost occurred outside of the budget need to be communicated as soon as possible and agreed by FDC.

Carrying out a FD Task

- TT arrives a day before (if possible) to get in touch with local fellowship/Liaison Person to prepare workshops and other needs
- TT facilitates requested workshops/presentations and is available for Q&A
- TT should be available to participate at local fellowshipping (if possible)
- TT members can be available for speaker inquiries (optional)

Reporting to FDC and EDM

- TT provides a written report for FDC.
- TT will ask a members of the local fellowship to provide a report/feedback as well. (Liaison Person/or other member who participated)
TT will present their report to the upcoming EDM in a brief (inspiring) outline.
- TT can suggest follow up activities to keep in touch with the local fellowship. (additional TT request, C2C workshops, ...)