

Guidelines

Greater Los Angeles Area of Narcotics Anonymous

Phone Line/ Helpline Sub-Committee

Revised 2/14

We are dedicated to the proposition that no addict seeking recovery need die without having a chance to find a better way of living.

Everything that occurs in the course of Narcotics Anonymous service should be motivated by the desire to successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work.

Basis Text pg: XVI (16)

PURPOSE

Our purpose is to provide a phonenumber service, where someone can call and seek meeting information from a recovering addict.

Chairperson (elected by Area Committee)

1. Requirements:

- **Suggested a minimum of 2yrs clean time.**
- **Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.**
- **Regularly attend meetings.**
- **1yr experience on phonenumber committee.**
- **Willingness to follow the suggested guidelines.**

2. Duties:

- **Organize and schedule volunteers.**
- **Provide meeting directories and inserts to all members.**
- **Train all volunteers to ensure that skills are acquired to do what is asked of them.**
- **Preside at regular Sub-Committee meeting.**
- **Chairperson attends the (SCR) monthly.**
- **Coordinate Committee activities and workshops.**
- **Maintain operational budget of \$.150.00**
- **Provide a written copy to all GSR's and area Secretary monthly.**

Vice –Chair (elected by the Sub-Committee)

1. Requirements :

- Suggested a minimum of 1yr clean time.
- Six months experience on this committee.
- Working knowledge of 12 Steps, willing to get working knowledge of the 12 Concepts and 12.
- Regularly attend meetings.

2. Duties:

- In absents of the Chair, the Vice-Chair must perform the duties of the chairperson.
- Attend monthly Excutive Body Meeting .
- Stay informed of all committee activities and is available to and for any changes or problems.
- Willingness to be of proper service of the guidelines.

Secretary

1. Requirements:

- Suggested a minimum of 1 yr clean time
- Attend sub-committee meetings.
- Regularly attend NA meetings.
- Working knowledge of the 12 Steps, 12 Trads, and the 12 Concepts of NA.

Duties:

- Take minutes of monthly sub-meeting , maintain records, including the 12 step volunteer list.
- Assist Chair with monthly Calendar distribution.
- Keep a current phonline calendar.
- Present monthly written report to chairperson.
- Have access to a computer.

Phoneline Volunteers

1. Requirements:

- Suggested a minimum of 6 months clean time.
- Willingness to be of proper service.
- Attend NA meetings regularly.

Duties :

- Commit to time slots and monthly Sub-Committee meeting to maintain updated materials.
- If you can't keep your slot it is your responsibility to contact the Chair/Vice-Chair.
- To obtain a slot you must attend the monthly sub-committee meeting.

Voting Procedures:

1. Only active members can vote!!!! Active members are those who have attended at least two consecutive meetings, but have not missed three consecutive meeting.

2. The Chairperson does not have a vote unless its there is a tie vote ... Then and only then may the Chairperson vote..