

# Suggested Policies and Guidelines of the (G.L.A.A.N.A) Support Committee

## Primary Purpose of the Support Committee

The Support Committee is a group of recovering addicts who help to carry the message by taking newcomers, and other members to meetings that are currently on the Support Committees Monthly Calendar of meetings that are in need of support. We adhere to the message of hope, that no addict need die from the horrors of addiction.

## Kinds of meetings that we support Monthly

- A. Small Meetings
- B. New Meetings just getting started
- C. Meetings with mixed languages
- D. Meetings with dwindling attendance
- E. Adhocs for different functions

## Structure of the Body

The Steering Committee will consist of a Chairperson, Vice Chairperson, Secretary, Treasurer, and a Call Person. All Officers serve a term of (1) One year. The term begins on January 01, and ends on December 31. Officers can be reelected to serve a second term. (2) two consecutive terms maximum. Officer will be required to relinquish his or her position for a period of (1) one year. He or she can then be elected to serve another (1) year term, again maximum, (2) consecutive terms in the same position. Any Officer or Member who misses (3) three consecutive Support Committee Meetings, or who fails to fulfill the responsibilities of their commitment can be relieved of their position through a group conscience.

## Requirements of All Officers

1. Chairperson: (1) One year clean time, willingness to serve, (6) six months area level of service, Working knowledge of the (12) twelve steps, and (12) twelve traditions. Will be nominated by the Support Committee, Will be elected by the Area. (Area Service Committee).
2. Vice Chairperson: (1) One year clean time, willingness to serve, (6) six months area level of service, Working knowledge of the (12) twelve steps and (12) twelve traditions. Will be elected by the Support Committee majority vote.
3. Secretary: (6) Six months clean time, willingness to serve, possess clerical skills, and a working knowledge of the (12) twelve steps, and (12) twelve traditions. Will be elected by the Support Committee majority vote.
4. Treasurer: (2) Two years clean time, willingness to serve, Stable income necessary. And a working knowledge of the (12) twelve steps, and (12) twelve traditions. Will be elected by the Support Committee majority vote.

5. Call Person: Willingness to serve, and must have a telephone. Will be elected by the Support Committee majority vote.

## Duties and Responsibilities

1. Chairperson:
  - A. (Chair) Monthly Support Committee Meeting.
  - B. Coordinate Monthly meeting Support list or Calendar
  - C. Attend Monthly (A.S.C) Area Service Committee Meeting and provide a written, and oral report, to the Area Service Committee (A.S.C)
  - D. Attend Monthly (E.B.S.C) Executive Body Subcommittee Chair Meeting.
  - E. Act as Spokesperson for the Support Committee.
2. Vice Chairperson:
  - A. Assume all of the Chairperson's duties in their absence.
  - B. Attend Monthly (A.S.C) Area Service Committee Meeting with Chairperson.
  - C. Attend Monthly (E.B.S.C) Executive Body Subcommittee Chair Meeting if the Chairperson is unable to attend.
3. Secretary:
  - A. Record the minutes of the Monthly Support Committee Meeting
  - B. Assist Chairperson with the monthly Meeting Support List, or Calendar.
  - C. Handle written correspondence of the Support Committee.
4. Treasurer:
  - A. Keep accurate record of all Support Committee Moneys on prescribed Treasurer's form.
  - B. Provide a monthly financial report. Both written and oral to the Support Committee
  - C. Handle all disbursements, and reimbursements of monies as applicable.

## Guidelines

1. Personal problems or resentments are not our objective. These are business meetings. We only discuss matters pertaining to the business at hand.
2. Funds can be provided for gasoline to members who are giving a ride to a member or a newcomer, to a meeting that is currently on the Support Committee's Monthly List or Calendar, on an emergency basis only (\$5.00) Five Dollars Maximum. Funds will be distributed by the Treasurer, who has the vote of confidence to determine if the situation qualifies as an emergency. Member will be required to show written documentation of attendance at the meeting, signed by the meetings Secretary. Receipt for gasoline purchased must be provided to the Treasurer, at the earliest opportunity, by the recipient of emergency gasoline funds.

3. Availability, and distribution of any other funds, for any other reason will be determined by the Support Committee's Steering Committee (Majority Rule). (No Exceptions)
4. If your duties and responsibilities require you to attend a meeting, you must not arrive late. You are required to stay until the meeting is finished. This applies to the following meetings

- The Monthly (S.C.M) Support Committee Meeting
- The Monthly (E.B.S.C) Executive Body Subcommittee Chair Meeting
- The Monthly (A.S.C) Area Service Committee Meeting.

- When members support any group meeting, we share our experience strength and hope. We give suggestions only, *when appropriate* and only those that may be helpful to the meeting and it's trusted servants.
- It is each member's responsibility to obtain information about meetings and take it back to the Support Committee.
- When members go to small meetings, lacking in participation, we should be willing to share our story at all times insuring that there will be participation for that meeting.
- Members who have cars, may be asked to travel throughout our area to pick up members for meetings that are on our current list, or calendar. Keeping in mind that we are only asked to do the best we can.
- The Support Committee only gives rides to meetings that are currently on the Support Committee's List, or Calendar.
- Each member should abide by and follow these guidelines keeping in mind, *A Higher Power is our Ultimate Authority.*