

# Inland Empire Foothills Area

## Narcotic Anonymous

### Virtual Meeting Guidelines

#### **Purpose:**

The primary purpose of the IEFA Virtual meetings is to carry the message of recovery to the addict who still suffers by providing a setting for identification, structure, and a healthy atmosphere for recovery, where addicts can come for help if they have a desire to stop using.

All meeting members are encouraged to read and abide by these guidelines to continue the group's ability to carry the message. This group adheres to the Twelve Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous. This group uses [A Guide to Local Services](#) as its guide to service unless otherwise set forth in these guidelines.

#### **Format:**

Each virtual meeting should develop and provide to the trusted servants a format. Meetings are to be held at the time stated in our directories. In order to set constancy and be responsible adhere to times. Start on time end on time. At each meeting, the meeting host and trusted servants adhere to the meeting format. The guidelines are developed from group conscience and it is strongly suggested not to deviate from it without said conscience.

#### **Financial Operations:**

Prudent and responsible management of the group's financial resources safeguards the group's ability to carry the message of recovery. All financial resources are dedicated to this.

#### **Seventh Tradition:**

The Seventh Tradition is the sole source of funds for the group. Make sure to let members know how to make donations. Each group is responsible for how these donations are collected.

#### **Disruptive/Threatening/Sexual and Expletive Behavior:**

We occasionally experiences challenges in maintaining an atmosphere in which recovery can be shared among addicts. The information here is meant to help the group fulfill the responsibility of welcoming members without allowing an individual to threaten, harass, or disrupt those attending a meeting.

The following strategies are some of the fellowship's best practices for addressing disruptive or threatening behavior. There are varying degrees of disruptive behavior and many of the challenges groups experience are not as severe as others. In most cases, a minor disruption can be effectively handled by a well-prepared coordinator, host/trusted servants, or home group member. This policy is geared toward those disruptions that occur during a meeting. Behaviors that occur outside of a meeting, such as harassment or behavior that exploits members' vulnerabilities, can also affect a meeting's atmosphere of recovery. Although these topics are not directly addressed in this policy, the group's ability to have meaningful discussions will allow the group to better address and resolve any challenges it may face.

Sometimes, NA members who attempt to address a disruptive situation cause just as much of a disturbance as the initial disruption. These suggestions are offered so that members of the group can work together to preserve a meeting's atmosphere of recovery; they are not meant to give members license to exert authority over other members .

### **Group discussion:**

The first thing the group can do is discuss the situation in a group business meeting. These discussions can help the group develop a plan for dealing with disruptive behavior and identify who in the group will be responsible for handling specific disruptions. An open and frank group discussion may also highlight some other important solutions and can help group members feel safer and more unified. Groups often experience minor disruptions such as members talking during meetings or unmonitored children. A discussion may not necessarily fix these disruptions, but it can help the group to feel more resolved about the situation. A home group member, leader, or trusted servant can help refocus a meeting by interrupting a disruptive share or outburst. It is entirely appropriate for the group leader to help refocus a meeting's atmosphere of recovery by inviting the group to join in a prayer or moment of silence. In an effort to respect members' individual rights, we sometimes forget to respect the group. In our respect for other members, we must not allow any individual to prevent the group from creating an atmosphere of recovery.

### **Muting/Disable Video:**

The trusted servants are responsible for these options when a person is displaying disruptive behavior. These behaviors include, but are not limited to, taking the meeting hostage, cross talking, and/or not abiding by the timer. The Host/Co-host will inform the member as to why their screen was temporarily disabled. Each group has the right to determine the use of timers or a specific amount of time for sharing.

### **Waiting Room:**

Host/Trusted Servants can place disruptive persons into waiting rooms as a time out. Until someone (host, trusted servant or home group member) can explain to them how and why they were put in waiting room. If behavior continues the host can remove that person from the meeting. Before removing, obtain identifying information and provide it to the coordinator.

### **Guideline Changes:**

Requires an Ad Hoc committee be formed to conduct by consensus any changes.

### **Trusted Servants:**

Nominations and elections occur in the same business meeting. Candidates shall qualify themselves and answer questions posed by the group to determine their ability to perform the duties of the office. After a motion to close has been voted upon, the candidate(s) leave(s) for the vote. Candidates are elected by a majority of the group members participating in the vote. In the event of more than two candidates, if a majority is not reached by the first vote, a run-off election between the two candidates who received the most votes occurs. In the case of any primary trusted servants stepping down or removed, if acclimated; the alternate immediately becomes the primary trusted servant. If not; nominations are opened and the normal election process takes place. Duties for the new trusted servants begin immediately after the election and continue until the next election for their respective positions. In the case that a trusted servant fails to fulfill the term of office, a special election is held to begin a new term of office.

In the event that a trusted servant fails to perform the duties of the office without notification and misses three consecutive meetings or misses three consecutive business meetings, the trusted servant will be automatically removed from the position. These conditions also apply to the GSR and alternate GSR, along with failure to attend two consecutive ASC's.

Each trusted servant shall be vigilant in the preservation of the guidelines while maintaining the atmosphere of recovery necessary to carry the message to the newcomer and still suffering addict.

## **Secretary:**

### **Requirements:**

1. Willingness and desire to serve for a year.
2. Have a computer.
3. Has knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of Narcotics Anonymous.
4. Active participation in the group they serve.
5. At least Three years continuous clean time.
6. Capability to effectively direct the business meeting.

### **Duties:**

1. Ensure Virtual meeting settings are accurate and maintaining anonymity.
2. Confer with area treasurer on 7th tradition balance.
3. Arranges the agenda for the business meeting.
4. Presides and maintains written minutes over monthly business meeting prior to ASC.
5. Train coordinators as needed.
6. Maintain a secured list of all log- in password.
7. Personally addresses individual circumstances, which may affect the group as they arise.
8. Be the liaison to other group trusted servants and keeps a contact list with phone numbers.
9. Train new Trusted Servant at the end of his/her term

## **Coordinator:**

### **Requirements:**

1. Willingness and desire to serve for six months.
2. Has knowledge of the Twelve Steps, 12 Traditions, and 12 Concepts of Service of Narcotics Anonymous.
3. Have computer capable of handling all duties of virtual meetings
4. Active participation in the group they serve.
5. At least one-year continuous clean time.
6. Capability to effectively direct the business meeting.

### **Duties:**

1. Training and scheduling hosts
2. Determining how many co-hosts are needed
3. Help step in if the host is struggling
4. Responsible to sign and return attendance cards within 48 hours
5. Personally address individual circumstances, which may affect the group as they arise.
6. Be the liaison to other group trusted servants and keeps a contact list with phone numbers.
7. Train new Trusted Servant at the end of his/her term.
8. Attend the monthly business meeting at a time to be determined
9. Refer to cheat sheet on setting up the room
10. Share information about disruptive situations at the coordinators monthly business meetings.

## **Host:**

### **Requirements:**

1. Willingness and desire to serve for at least three months.
2. Has knowledge of the Twelve Steps, Twelve Traditions of Narcotics Anonymous.
3. Active participation in the group they serve.
4. Have computer capable of handling all duties of virtual meetings

5. At least six months continuous clean time.
6. Capability to effectively direct the meeting.

**Duties:**

1. Arrive 20 minutes before and stay 10 minutes after each meeting.
2. Help Co-Host with readings by having all media ready for sharing.
3. Helps with controlling the muting and unmuting, along with dealing with disruptive behavior.
4. Let people into meetings if waiting room is enabled
5. Sharing the information of the 7th Tradition in the Chat every 5-10 minutes
6. Give information on how to send in attendance cards
7. Greets members as they arrive before meeting starts
8. Conducts and attends all business meetings.
9. Will assist in addressing individual circumstances, which may affect the group as they arise.
10. Train new Trusted Servant(s) at the end of his/her term.

**Co Host:**

**Requirements:**

1. Willingness and desire to serve for three months.
2. Has knowledge of the Twelve Steps, Twelve Traditions of Narcotics Anonymous.
3. Active participation in the group they serve.
4. Have capability of handling all duties of virtual meetings
5. At least six months continuous clean time.
6. Capability to effectively direct the meeting.

**Duties:**

1. Arrive 20 minutes before and stay 10 minutes after each meeting.
2. Help Host with readings by having all media ready for sharing.
3. Helps with controlling the muting and unmuting, along with dealing with disruptive behavior.
4. Lets people into meetings if waiting room is enabled.
5. Greets members as they arrive before meeting starts
6. Attends all business meetings.
7. Will assist in addressing individual circumstances, which may affect the group as they arise.

**Arts & Graphics Coordinator:**

**Requirements:**

1. Willingness and desire to serve for six months.
2. Has knowledge of the Twelve Steps, Twelve Traditions of Narcotics Anonymous.
3. Active participation in the group they serve.
4. Have computer capable of handling all duties.
5. At least six months continuous clean time.

**Home Group Member(s):**

No trusted servant is more important than the home group member. The group cannot survive without the active participation of its members voting on business matters effecting the meeting.

**Group Service Representative (GSR):**

**Requirements:**

1. Willingness and desire to serve for a year.
2. Has knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of service of Narcotics Anonymous .
3. Active participation in the group they serve.

4. At least one-year continuous clean time.
5. Capability to effectively act as a liaison between the group and the ASC.

**Duties:**

1. Attends the monthly coordinators business meeting.
2. Attends the monthly ASC meeting.
3. Carries the group's conscience to the ASC.
4. Give oral summary report of information collected at the ASC during sub-committee reports.
5. Keep regular inventory of all group literature.
6. Complete the group's literature orders, and submits them at the monthly ASC meeting.

**Chip Person:**

**Requirements:**

1. Willingness and desire to serve for six months.
2. Familiar with the Twelve Steps and Traditions of Narcotics Anonymous.
3. Active participation in the group they serve.

**Duties:**

1. Ability to give out virtual Chips & Hugs to members celebrating clean time.
2. Ability to follow Chip format. Provided by meeting.