

Eastern Inland Empire Area Virtual Meeting Subcommittee Guidelines

Created October 2020

Purpose

To provide a narcotics anonymous meeting to addicts who can not or prefer not to attend in-person meetings. To provide an open friendly atmosphere of recovery where an addict feels supported and welcomed.

Function

1. To provide meetings to addicts.
2. To operate within the guidelines of the E.I.E. Area Service Committee
3. To organize a virtual format for meetings who choose to offer hybrid meetings.

Virtual Meeting Service Positions

At the regularly scheduled October meeting, as the last item of new business, the Committee shall nominate and elect in that meeting, a Chairperson, Vice-Chairperson, Secretary and Tech Support, who will assume their duties effective the first meeting of January of each year. Both the current and newly elected Chairperson will attend the November ASC meeting. Newly elected Chairperson will then be presented for election to be affirmed by the ASC. Nominee will give an oral statement of qualifications, and currently held service positions in case of conflicts. In addition, they will be asked about any unfulfilled service commitments and other problems, such as money handling.

Please bear in mind that the following qualifications are a set of minimum qualifications, we should be careful in deviating from these qualifications as they would be necessary in fulfilling the duties and responsibilities we will be asking of these positions. We must make sure that we have exhausted all possible candidates before we waive these requirements.

Both Subcommittee and Group Service commitments have been added in these guidelines to clarify how the positions are to be structured and organized. These guidelines are for the Subcommittee, it's meetings and how the virtual meetings basic structure are to be carried out. The group's members will, through a collective conscience, develop how the business meeting will run, the format for individual meetings and nominate and vote for group trusted servants.

Committee Officers

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Tech Support

Requirements and Duties

Chairperson

Requirements:

1. Two years clean time
2. Should have a working knowledge of the 12 steps, 12 traditions and willingness to learn the 12 concepts

3. Have the ways and means to fulfill the commitment
4. Consistent 6 months of involvement with Subcommittee

Duties:

1. To ensure a recovery atmosphere is kept accessible to all addicts
2. Insure that trusted servants are trained and have necessary resources
3. Support trusted servants as needed
4. Maintain an on-line contact roster and schedule of meeting information in Google Docs
5. Fill in for vacant officer positions
6. Attend Regional meeting
7. Give a monthly written, verbal and electronic report to ASC Board

Vice Chairperson

Requirements:

1. Two years clean time
2. Should have a working knowledge of the 12 steps, 12 traditions and a willingness to learn the 12 concepts
3. Have the ways and means to fulfill the commitment
4. Consistent 6 months of involvement with Subcommittee

Duties:

1. To ensure a recovery atmosphere is kept accessible to all addicts
2. Insure that trusted servants are trained and have necessary resources
3. Support trusted servants as needed
4. Maintain an on-line contact roster and schedule of meeting information in Google Docs
5. Fill in for Lead Hosting Secretary if position is vacant
6. Willing to take Chairperson position the following election year
7. Willing to replace/stand in for chair if needed

Secretary

Requirements:

1. 1 year clean time
2. Should have a working knowledge of the 12 steps and 12 traditions
3. Have the ways and means to fulfill the commitment
4. Member in good standing with Subcommittee

Duties:

1. Takes minutes during Subcommittee meeting
2. Emails minutes and agenda to Subcommittee Members
3. Takes attendance and maintains a list of members in good standing in Google Docs
4. Keeps archives on flash drive and in Google Docs
5. Takes notes during guideline review and makes changes

Tech-Support

Requirements:

1. 2 years clean time
2. Should have a working knowledge of the 12 steps and 12 traditions
3. Have the ways and means to fulfill the commitment
4. Member in good standing with Subcommittee

Duties:

1. Assist participants with ASC chosen 7th tradition payment method and Subcommittee chosen virtual format set up and use as needed

Group Trusted Servants

1. Lead Hosting Secretary
2. Hosting Secretaries
3. Co-Hosts
4. GSR
5. Literature
6. Attendance Card signer
7. Men's Phone List Coordinator
8. Women's Phone List Coordinator
9. Chips
10. Greeters

Requirements and Duties

Lead Hosting Secretary

Requirements:

1. 2 years clean time
2. Should have a working knowledge of the 12 steps and 12 traditions
3. Have the ways and means to fulfill the commitment
4. Member in good standing with Subcommittee
5. Experience of 1 year as a Hosting Secretary

Duties:

1. Can fulfill all Hosting Secretary duties
2. Fill any vacant Hosting Secretary positions
3. Assist trusted servants as needed
4. Can facilitate the business meetings and attend Subcommittee meetings
5. Give a monthly verbal and electronic report to Subcommittee at monthly meeting

Hosting Secretary

Requirements:

1. 1 year clean time
2. Should have a working knowledge of the 12 steps and willing to learn the 12 traditions
3. Have the ways and means to fulfill the commitment
4. Member in good standing at business meeting

Duties:

1. To ensure a recovery atmosphere is kept accessible to all addicts
2. Present the format in a way that an addict feels safe to share and grow
3. Has the ability to display readings and other material
4. Can attend the business meetings

Co-Host

Requirements:

1. 1 year clean time
2. Should have a working knowledge of the 12 steps and willing to learn the 12 traditions
3. Have the ways and means to fulfill the commitment

4. Member in good standing at business meeting

Duties:

1. To ensure a recovery atmosphere is kept accessible to all addicts
2. Assist Hosting Secretary as needed in a way that an addict feels safe to share and grow
3. Has the ability to display readings and other material
4. Can attend the business meetings

GSR

Requirements:

1. 1 year clean time
2. Should have a working knowledge of the 12 steps and willing to learn the 12 traditions
3. Read the GSR handbook
4. May not be a GSR for another meeting within EIE Area
5. Have the ways and means to fulfill the commitment
6. Member in good standing at business meeting

Duties:

1. Attend and represent Virtual Meetings at ASC meetings regardless if in-person or virtual
2. Writes a GSR report and email it to the Subcommittee, Lead Hosting Secretary, Hosting Secretaries and Website Coordinator
3. GSR report to include information from ASC officers, other committees, open service positions and activities in and around our area

Literature

Requirements:

1. 2 years clean time
2. Should have a working knowledge of the 12 steps and willing to learn the 12 traditions
3. Have the ways and means to fulfill the commitment
4. Member in good standing at business meeting

Duties:

1. Takes orders from addicts on EIE ASC order form
2. After giving the total price direct addict to electronic payment method ASC has chosen for payment. (Instruct to write "Literature" in **What's It For** section when making payment.)
3. Send order to the ASC Literature person. (ASC Literature Distribution Chair and ASC Treasurer then verifies payment and order is mailed directly to the addict.)

Attendance Card Signer

Requirements:

1. 3 months clean time
2. Should be working on knowledge of the 12 steps and willing to learn the 12 traditions
3. Have the ways and means to fulfill the commitment
4. Member in good standing at business meeting

Duties:

1. Sign electronic attendance cards for meetings
2. Assist addicts who need tech support with electronic attendance cards

Chips

Requirements:

1. Should be working on knowledge of the 12 steps and willing to learn the 12 traditions
2. Have the ways and means to fulfill the commitment

Duties:

1. Announce clean time markers
2. Keep an atmosphere of recovery where an addict feels safe to identify

Greeter

Requirements:

1. Should be working on knowledge of the 12 steps and willing to learn the 12 traditions
2. Have the ways and means to fulfill the commitment

Duties:

1. Shows up to meeting early and greets addicts as they sign on

Operational Guidelines

All Subcommittee Officers and Group Trusted Servants shall serve for a term of one year. All Trusted Servants may succeed themselves in office, but none may serve more than two consecutive terms in a particular office. A term is defined as 6 months or greater of the term year.

Committee meetings meet virtually the second Saturday of each month at 11:30AM.

Each Narcotics Anonymous meeting has an established format that can only be changed with a group conscience at the business meeting.

The Virtual meeting guidelines will be reviewed every even year at a minimum.

The individual virtual meetings are a part of the EIE Area ASC as one group of meetings. We have one GSR and one vote at Area ASC meetings. With the exemption of hybrid and established In-person meetings using our virtual forum during emergencies. These meetings shall continue to hold their own business meetings and represent themselves at ASC meetings.

Voting Procedure

An addict is a voting member after attending three consecutive subcommittee meetings.

In the event that any voting member is not present at three (3) consecutive meetings, that person shall be considered inactive (without vote) at the next meeting. New members may vote at their third (3) consecutive meeting.

Each Subcommittee member shall have one vote, and each Subcommittee officer shall have one vote, except the Chairperson, who votes only in the case of a tie.

The Chairperson may be removed during his/her term in office by a 2/3 vote by the Area Service committee. Any other officer may be removed during his/her term in office by a 2/3 vote by the Subcommittee.

To establish a quorum: 51% of eligible voting members must be present. Once a quorum is established it remains through the end of business. A simple majority is needed on all non-monetary matters excluding removal of officers.

AGENDA

Opening Prayer

Reading of the 12 Traditions

Reading of the 12 Concepts

Reading of our purpose

Attendance

Birthdays

Approval of Minutes

Chairperson report

Vice Chairperson report

Secretary report

Tech Support Report

Lead Secretary Report

Old business

New business

Announcements

Closing prayer