

## SOUTH BROWARD AREA POLICY 02-2021

- e. The Activities Chairperson, Vice-Chairperson and Treasurer will count the money together. More than one person will count money at functions.
  - f. Activities must submit a 12-month calendar to the ASC in September to be voted on at October ASC.
  - g. All flyers should have a small map of how to get to each function from I-95.
  - h. The Activities Committee shall host a 24-hour room on New Year's Eve in the same manner as the 24-hour room on Christmas, in which groups will have the same time slots.
6. **Area Policy for Functions:**
- a. All South Broward Area functions (i.e. conventions, meetings, workshops, and activities) are to begin and end with the "Serenity Prayer" only!
  - b. The Activities Committee will participate in "Unity Day".

## **SOUTH BROWARD AREA HELPLINE/PUBLIC RELATIONS SUB-COMMITTEE GUIDELINES**

### **PURPOSE:**

To effectively carry the message of recovery to the still sick and suffering addict. This is done by increasing the recognition of NA through informing the public that Narcotics Anonymous exists, offering the path to recovery from addiction and providing information about how and where to find it. It is the Helpline and PR Sub-Committee's responsibility to maintain and provide accurate meeting lists to the Literature Distribution Sub-Committee. The area's PR Sub-Committee should adequately inform the fellowship about PR efforts and what to do when someone outside of NA requests information. PR provides Web Support by maintaining and updating the South Broward Area website information. PR provides Helpline services to maintain and coordinate an effective 24 hour a day, 7 days a week answering service. Through our volunteers we form a link between Narcotics Anonymous and the general public.

### **TRUSTED SERVANTS AND MEMBERSHIP:**

Chairperson, Vice-Chairperson, Secretary, Web Coordinator, Helpline Orientation Person, General Volunteers, Phone Line Volunteers.

### **QUALIFICATIONS AND RESPONSIBILITIES:**

**Chairperson:** *Nominated and elected by the South Broward Area Service Committee*

1. Two (2) years clean time
2. Six (6) months prior involvement in the Helpline or PR Sub-Committee
3. Prior ASC experience, familiarity with the Helpline and PR policy and an understanding of the service structure of Narcotics Anonymous
4. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous

Arranges times and agendas for all Sub-Committee meetings, and is ultimately responsible for the functioning of the Sub-Committee. Maintains files, records and accurate South Broward Area meetings lists ensuring that revisions are given to the Literature Distribution Sub-Committee. Acts as a liaison between the area and the Helpline telephone system. Must attend all Helpline and PR Sub-Committee meetings, ASC meetings and Regional PR meetings. The Chairperson is responsible for all money transactions. Can only serve two consecutive terms.

**SOUTH BROWARD AREA POLICY**

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3. Prior ASC experience, familiarity with the Helpline and PR policy and an understanding of the service structure of Narcotics Anonymous
4. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous

Arranges times and agendas for all Sub-Committee meetings, and is ultimately responsible for the functioning of the Sub-Committee. Maintains files, records and accurate South Broward Area meetings lists ensuring that revisions are given to the Literature Distribution Sub-Committee. Acts as a liaison between the area and the Helpline telephone system. Must attend all Helpline and PR Sub-Committee meetings, ASC meetings and Regional PR meetings. The Chairperson is responsible for all money transactions. Can only serve two consecutive terms.

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### **Vice-Chairperson:** *Nominated and elected by the Helpline and PR Sub-Committee voting members*

1. One (1) year clean time
2. Three (3) months prior involvement in the Helpline and PR Sub-Committee
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. Familiarity with the Helpline and PR policy and an understanding of the service structure of Narcotics Anonymous
5. Coordinates web activity with the paid special worker.

Fills in for the Chairperson when needed. Is responsible for inventory and ordering literature for the Sub-Committee. Coordinates web activity with the paid special worker. Must attend the ASC meeting with the Chairperson.

### **Secretary:** *Nominated and elected by the Helpline and PR Sub-Committee Voting members*

1. Six (6) months clean time
2. Secretarial experience
3. Organizational ability
4. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
5. Familiarity with the Helpline and PR policy and an understanding of the service structure of Narcotics Anonymous

Takes roll call and establishes voting membership. Records, prints and distributes Sub-Committee minutes and will make copies available upon request. Emails the minutes of each Sub-Committee meeting within seven days to all members. The minutes should also be sent to the Regional PR Chairperson and the Area Admin Committee. The minutes are to be verified by the Chairperson. Handles all correspondence for the Sub-Committee and maintains contact with all Sub-Committee members to advise them of any NA meetings, updates or changes.

### **Web Coordinator:** *Nominated and elected by the Helpline and PR Sub-Committee voting members*

1. Two (2) years clean time
2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
3. Familiarity with the Helpline and PR policy and an understanding of the service structure of Narcotics Anonymous

This position requires a working knowledge of Internet, HTML, Data Entry, Coding, FFTP and Copyright Laws. Maintains and updates the web pages on a monthly basis. Periodically checks all links to make sure they are active and contain updated NA public information that is in accordance with our Traditions and PR Handbook. Ensures that South Broward Area Service Committee minutes are posted on the website.

### **Helpline and PR Orientation Person:** *Nominated and elected by the Helpline and PR Sub-Committee voting members*

1. One (1) year clean time
2. Six (6) months prior involvement in the Helpline and PR Sub-Committee
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. Ability to convey the phone shift guidelines and requirements of the Sub-Committee to new volunteers.

### **Phone Line Volunteers:**

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1. Six (6) months clean time
2. Knowledge of the Twelve Steps and Twelve Traditions
3. Willingness to fulfill the commitment and attend all Sub-Committee meetings

All phone line volunteers must go through orientation upon being placed on a shift. It is required that you attend the monthly Sub-Committee meetings. If you are unable to attend, you must either call the Chairperson, Vice-Chairperson or Secretary to give a report of your shift. If you miss two consecutive meetings you will lose your voting privileges and phone shift.

### **AGENDA FOR SUB-COMMITTEE MEETING:**

1. Open meeting with the Serenity Prayer
2. Read the Twelve Traditions
3. New member qualifications (new members are eligible to vote and take a shift upon completion of their 2<sup>nd</sup> meeting)
4. Roll call and attendance
5. Establish voting membership
6. Establish quorum
7. Review and accept minutes from the last meeting
8. Open forum
9. Old business
10. New business
11. Shift sheets
12. Announcements
13. Establish next meeting date, time and place
14. Close meeting with the Serenity Prayer

### **MOTIONS AND VOTING PROCEDURES:**

1. **Motions**  
Motions may be made and seconded only by voting members.
2. **Voting**
  - a. Members may have voting privileges after attending two (2) consecutive meetings.
  - b. Voting privileges will be lost after missing two (2) meetings until reestablished.
  - c. In the event of a tie, the Chairperson will exercise her/his right to break such tie.
  - d. A quorum is the simple majority of the voting members. Once quorum is established at each meeting, it stays throughout the meeting.

### **BUDGET**

1. The annual budget includes printing of flyers, miscellaneous Sub-Committee meeting hall fees, and general operating expenses.
2. General operating expenses include: Printing copies of minutes, guidelines or policies and postage.
3. Projected expenses for certain things should also be included such as: Phone service, travel (gas and tolls- this applies to the Chairperson or Vice-Chair for travel to Region), website maintenance, meeting lists and PSA's.
4. Money can be obtained in advance at the ASC, upon request, with presentation of MapQuest miles from Point A to Point B at the travel rate for that month's regional meeting. (If additional money is needed a motion must be made at area by the Chair or Vice-Chair of the Sub-Committee.