

Guidelines for SMTASC Phone line

Subcommittee

Adopted

Article I Definition

We are an operating subcommittee of the SMTASC of Narcotics Anonymous. We are supported by the SMTASC and are accountable to that committee.

Article II Purpose

To provide a Phone line service to the SMTANA that is consistent with the WSC approved Guide to Phone line Service in order to fulfill our Primary Purpose.

Article III Spiritual Guidance

In all its endeavors, the Phone line Committee will comply with the following in this order:

- A. The 12 Traditions of NA.
- B. The 12 Concepts of Service for NA
- C. The current publication of The Guide to Local Service.
- D. The current publication of Guide to Phone line Service.
- E. The SMTASC Guidelines.
- F. Any special rules of order adopted by this subcommittee.
- G. In case of conflict, the Phone line Subcommittee will turn to the SMTASC for guidance.

Article IV Responsibilities

- A. To become the resource and coordinating body for Southern Middle Tennessee Area Phone line efforts.
- B. To maintain a close working relationship with the SMTASC Public Information Subcommittee.
- C. To maintain a close working relationship with all other SMTASC Subcommittees being careful not to interfere with their responsibilities.

Article V Function

- A. To inform addicts seeking our program of our existence and

how to find our meetings.

B. To guide non-addicts seeking information about our services to our communities to the appropriate service structure.

C. To hold frequent "Learning Days" and workshops to orient all phone line volunteers on the proper NA way to provide this service.

D. To coordinate the efforts of all phone line volunteers in the Southern Middle Tennessee Area.

E. Acts as a liaison between Phone line volunteers and the SMTASC, and report on the status of all volunteers in a written monthly report.

F. Distribute Phone line sheets to Phone line volunteers and collect them on a monthly basis.

G. Make available to the Secretary all accumulated data pertaining to all current Phone line volunteers in Area for data base purposes.

H. Hold monthly Subcommittee meetings and report all activities to the SMTASC of NA.

Article VI Membership

A. This subcommittee shall consist of Chairperson, Vice-Chairperson, Secretary and Phonenumber volunteers selected from current workshop sign up sheets or after attending a Phone line Learning session.

B. Each Phone line Subcommittee member will have a working knowledge of the 12 Traditions, 12 Concepts and the publication A Guide To Phone Line Services.

C. Each member is required to have their own copy of A Guide to Phonenumber Services.

D. All interested members of NA may attend meetings.

E. Committee Chairperson to be decided by SMTASC Nominations & Voting Guidelines, 1-year term.

F. Vice Chairperson, Secretary and Phone line volunteers to be decided on within Phone line Subcommittee by voting members. 1-year term.

G. Any member that attends two consecutive meetings may vote at 2nd meeting.

H. All nominees for office must be present at time of nomination.

I. No officer shall hold more than 2 consecutive terms of any one position.

Article VII Removal from Committee

Subcommittee officers and Phone line Volunteers may be removed from Committee for non-compliance, which but is not limited to:

- A. Loss of abstinence.
- B. Non fulfillment of duties of their position.
- C. Non attendance of 2 or more consecutive subcommittee meetings without being excused by Chairperson.
- D. Any violation of Traditions, Concepts, and A Guide to Phone line services.
- E. If by 2/3 vote of the Subcommittee, the Chairperson is found to be in non-compliance, a written request to remove them may be submitted to the SMTASC Administration Committee.
- F. Upon receipt of said request the SMTASC Administration Committee may remove or investigate the officer.
- G. All other Subcommittee officers and Volunteers may be removed from Committee by 2/3 votes of Subcommittee members.

Article VIII Officer Qualifications & Duties

Chairperson:

A. Requirements

- 1. At least 3 years abstinence from all drugs
- 2. Previous experience at a group level.
- 3. A working knowledge of 12 Steps, 12 Tradition, 12 Concepts of NA and a Guide to Phone line Service.
- 4. Willingness to serve, the time & initiative to commit for the length of time involved.

B. Duties

- 1. Arrange times and agendas for subcommittee meeting.
- 2. Initiates all necessary activities to fulfill all committee objectives and goals.

3. Is responsible for all files, records and overall functioning of Subcommittee.
4. Attends and chairs all SMTANA Phone line Subcommittee Meetings.
5. Attends all monthly SMTASC Meetings.

Vice Chairperson:

A. Requirements

1. At least 2 years abstinence from all drugs.
2. Previous experience at a group level.
3. A working knowledge of 12 Steps, 12 Tradition, 12 Concepts of NA and a Guide to Phone line Service.
4. Willingness to serve, the time & initiative to commit for the length of time involved.

B. Duties

1. To assume responsibilities for the subcommittee in the Chairperson's absence.
2. To work closely with and assist with all duties of the subcommittee.
3. To carry out responsibilities delegated by the Chairperson and/or the Subcommittee.
4. Attends all SMTANA Phone line Subcommittee meetings.

Article IX Amendments to Guidelines

Any voting member may propose an amendment to these guidelines at a regularly scheduled subcommittee meeting. The proposal must be seconded and a simple majority vote is needed. The proposed change must then be submitted and approved by the SMTASC.

Article X Meeting Agenda

1. Open with the Serenity Prayer
2. 12 Traditions
3. Service Prayer

4. Secretary' s report
5. Volunteer reports
6. Nominations and elections (when applicable)
7. Old business
8. New business
9. Set time and place for next meeting.
- 10 Adjournments