

# **Eastern Nebraska Narcotics Anonymous**

## **Phoneline Guidelines**

### **Updated 7-2009**

#### **1. Purpose:**

1. The primary purpose of this subcommittee is to reach the addict who still suffers.
2. By carrying the hotline (a designated cell phone) seven days a week twenty-four hours a day, we can get addicts to meetings in ENNA and SWINA areas and help them connect to other addicts in recovery.
3. This committee provides 12-step calls and rides to meetings whenever possible.
4. Phoneline also provides the public with information and referrals as appropriate.

#### **2. Requirements and duties of those involved in phoneline:**

##### **Chairperson:**

Requires two years clean with six months service experience in N.A. and with the phone line.

These duties are as follow:

1. Calls the meeting to order
2. Sets the agenda for the meeting, and keeps the meeting on track.
3. Recognizes members who wish to speak.
4. Declares a meeting adjourned at the agreed time or when the subcommittee votes to do so.
5. Trains all phoneline volunteers and makes sure each volunteer has the material they need.
6. Attends ENNA area service meeting monthly and reports on the activities of the phoneline.
7. Attends the NE region at least twice a year. ENNA ASC will reimburse gas expenses with receipts.
8. Attends SWINA area service meeting when the liaison position is vacant or when the SWINA liaison is unable to attend. ENNA ASC will reimburse gas expenses with receipts.

##### **Vice Chairperson:**

Requires one year clean with six months service experience in NA and phoneline.

The duties of this office are:

1. Will act as chairperson in his/her absence.
2. Helps chairperson maintain order during meetings.
3. Creates the phoneline schedule and stays in contact with individuals who are assigned certain responsibilities.
4. Helps with the phoneline training or does the training when chairperson is not available.
5. Attends ENNA and NE regional area meeting if the chair can not make them.

**Secretary:**

Requires six months clean with a willingness to serve. The duties of this office are:

1. Keeps accurate minutes of all subcommittee meetings.
2. Takes a roll call of all people attending the subcommittee meetings.
3. Distributes minutes of last meeting to all members before meeting.
4. Makes sure that all everyone who votes is eligible.

**Phoneline committee members:****Requirements to carry the hotline:**

1. Minimum six months clean (no exceptions)
2. NA must be the volunteer's primary fellowship
3. Attends NA meetings regularly
4. Must attend at least one phoneline training per year after the initial training.
5. Must attend one phoneline subcommittee meeting every three months.
6. Failure to complete duties as outlined in the phoneline training manual will result in removal from the rotation until training can be attended.

**Requirements to provide rides or take 12-step calls:**

1. Minimum one year clean (no exceptions)
2. Minimum six months clean (no exceptions)
3. NA must be the volunteer's primary fellowship
4. Attends NA meetings regularly
5. Must attend at least one phoneline training per year after the initial training.
6. Must attend one phoneline subcommittee meeting every three months.
7. Rules which require men with men and women with women are non-negotiable.
8. When providing rides to meetings or meeting with addicts personally, training rules must be strictly followed. Failure to complete duties as outlined in the phoneline training manual will result in removal from the rotation until training can be attended.

**In order to qualify for any of the above positions, members shall come to the subcommittee meeting and inform the subcommittee of their desire to serve.**

**3. Voting members:**

Voting members of the subcommittee will be any member who is present at two consecutive subcommittee meetings, after missing two consecutive unexcused meetings a member will lose his/her vote until attending two consecutive meeting. The chairperson will only vote in case of a tie. The chairperson's vote should be written down before the vote is taken and then shown if it is a tie.

**4. Finance:**

All financial needs for literature and rent will be paid by the ASC. If additional financial needs arise the chair will submit a financial request. The subcommittee will review the budget every year and turn one in for approval in January of the year.

**5. Motions:**

The chairperson accepts motions from the floor. When the motion is seconded, the floor will be open for discussion, and the chairperson will call for a vote. The Chairperson can take the floor from anyone who has had it for an unreasonable length of time. Only voting members can make and second a motion.

**6. Removal from position:**

Officers will be relieved of their positions only upon relapse, or missing two unexcused consecutive meetings or failure to meet service position requirements.

1. All positions are one-year terms.
2. If an elected position is vacated for any reason, an alternate will then be elected to finish out the remainder of the term.
3. Clean time for elected officers may be waived only by a majority vote of this subcommittee. In keeping with the ASC guidelines, the maximum clean time waived will not exceed 25%.
4. All officers should have a working knowledge of the 12 steps and 12 traditions of NA.