

Friday Night Speaker Meeting Group Business Meeting Guidelines

The primary purpose of this group is to carry the message to the addict who still suffers. We meet Friday nights with a speaker format where a chairperson call up speakers (closed meeting) and a monthly clean time celebration meeting (open meeting) the third Friday each month that we have one speaker and provide a cake to those celebrating their clean time milestones. We have hosted events in the past years and plan to continue with different events. We have done dances and campouts to raise funds to purchase literature and medallions for our groups members. We meet monthly at a business meeting to discuss our groups' activities and it's interactions with other groups through the local area service committee.

Our business meetings generally follow an outline adapted for our needs. In NA we encourage unity, not uniformity. This may help explain why our service meeting may differ from other groups service meeting. The group business meetings allow us to discuss business in a way that keeps the recovery meeting focused on effectively carrying the NA message. Group members are encouraged to attend, raise questions, and participate in discussion at the group business meetings. Group conscience is the means by which we collectively invite the guidance of a Higher Power into our decision-making process. A group conscience is when addicts whose individual conscience have been awaked come together to consider service related questions. This conscience is demonstrated when group members listen to one another and make compromises. Calm discussion, mutual respect, and a reliance on the group's conscience helps groups fulfill their primary purpose.

We sometimes use the vote as a rough tool for translating that spiritual guidance into clear, decisive terms. Voting at our group service committee may differ from that at other NA groups. Many times a vote is not needed after a thoughtful and attentive discussion because the group's conscience becomes perfectly apparent, with the chairperson asking if there are any objections to the group's conscience. This group has throughout its existence noticed and been aware of unspiritual practices where NA members from outside and inside this group have or attempted to persuade, manipulate, or attempt to control outcome by the use of or to employ tactics to hold the service meeting hostage. By use of the term hostage, we mean to the ideas of individuals rather than allowing a kind and loving Higher Power to be it's ultimate authority in the decision making process. The group may at times during a service meeting allow only those whom have been to the previous two service meetings vote on specific ideas, concepts, or motions brought to the group. This allows the will of the service group to continue rather than get clouded or disrupted by outside influences.

This group has elected service positions that generally are held for a one-year term to include but not limited to:

- Chairperson- to facilitate the business meeting,
- Secretary- to record minutes at the business meeting,
- Treasurer- to be accountable for the finances of the group,
- GSR (group service representative)- to be the voice of the group at area meetings and GSR assemblies.

The responsibilities of the service committee also include:

- Opening and closing the meeting, setting out literature & refreshments
- Selecting and mentoring meeting chairpersons and speakers
- Maintain a list of those willing to chair meeting and upcoming speakers

Any of these positions can have an alternate or co-operative persons when needed to fulfill their obligations. It is suggested that if a person is interested in a specific service position that they serve as an alternate to learn the position as this practice allow for a smoother transition from individual to individual within a service position.

A sample format of this groups business meeting may look like this:

Open meeting with a prayer

Introductions of service members and group members

Read the tradition and/or concept that corresponds with the number of the month

Overview of last business meeting

Discuss open and up coming service positions and service opportunities

Financial report

Simple question and answer portion:

Is the group carrying the message of recovery?

Is the group a safe environment for newcomers?

Are newcomers subjected to sexual or financial inappropriate advances?

Are the meeting chairpersons effective in picking speakers and readers?

Is attendance steady, growing, or changing?

Are newcomers or visitors being made welcome?

How is relationship with the meeting facility?

Is the rent paid? Do we need supplies?

Are the groups' funds being used wisely?

How is the group using its funds to further the NA message?

Is the image of the group positive? Can it improve?

GSR report – area or regional business

Upcoming functions within the area, other areas, regions, zones, or world service

This document was produced with use of NA literature including; the Group Booklet, Group Business Meetings, A guide to local services, practical experience of the members of the service meeting for the best home-group in Narcotics Anonymous

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