

Sample Home Group Policy Outline

Outreach Subcommittee

Purpose:

To assist home groups and trusted servants who wish to create and develop guidelines and procedures for a home group in order to:

To enhance the group's ability to carry the NA message of recovery to any addict that may attend our meetings and to provide an atmosphere of unity, spiritual growth, and recovery among home group members.

To provide an atmosphere of love and support in the training process of home group members who choose to be of service in the Narcotic Anonymous Program at group, area, regional, or world service levels.

Definitions:

Guidelines: A guide, principle or policy for determining a future course of action. A rule intended to give practical guidance.

Procedural: A way of performing or affecting something, a series of steps, course of action, a set of established forms for conducting business or public affairs.

HOME GROUP RESPONSIBILITIES: Page 19, The Group Booklet

To carry the NA message of recovery to the addict who still suffers
(PRIMARY PURPOSE--5th TRADITION).

To conduct meetings which provide a welcoming atmosphere in which NA recovery can be effectively shared between addicts.

To make recovery available in very different ways to any addict in the community who seeks it (AUTONOMOUS-4th TRADITION).

Help our group members to develop an understanding of the Twelve Traditions and the Twelve Concepts of NA Service.

To send a stable, active group service representative (GSR) to area service to participate in the work of the service structure on the behalf of the home group.

To consider how best to provide the fund the NA service structure needs to do its work

To forward surplus fund to the area sub-committee after paying expenses and setting aside a small emergency reserve.

Maintain a meeting space with an atmosphere of recovery.

GUIDELINES AND PROCEDURES OF A HOME GROUP

GUIDELINES

- A. **HOME GROUP PURPOSE (guideline)** (This should be a paragraph(s) that states the purpose of your home group)(Ref: *Traditions Three, Four and Five*)
- B. **HOME GROUP POLICY (guidelines)** (This should reflect rules for the handling of any activity that occurs on a regular basis)
1. **Prudent Reserve** (Ref: The Home Group Treasury Handbook);(Tradition Seven and Concepts Two and Eleven)
 2. **Trusted Servants** (for example: Positions, Structure and Periods of Service) (Ref: A Guide to Local Services in Narcotics Anonymous, 2002 Version, pages 32-36); (The Group Booklet Revised, pages 12-17);(Traditions One and Two, Concepts Four and Twelve)
 3. **Area Donation** (Ref: A Guide to Local Services in Narcotics Anonymous, 2002 Version, page 37; The Group Booklet, page 20); (Tradition Seven and Concepts Two and Eleven)
 4. **Literature** (for example: for conducting NA meetings and level of inventory (Ref: A Guide to Local Services in Narcotics Anonymous, 2002 Version, page 31); The Group Booklet, page 10; RASCNA Guidelines and Procedures 2004, RASCNA Procedures, Section H, pages 25, 27,28 and 29; Tradition Four)
 5. **Meetings** (Ref: The Group Booklet, page 1, 24-27; A Guide to Local Services in Narcotics Anonymous, 2002 Version, pages 28-31; (Tradition Four and Concepts Six, Seven and Twelve)
 6. **Anniversaries** (Ref: Tradition Four)
 7. **Motions** (Ref: RASCNA Guidelines and Procedures 2004,pages 32-38, Short Version of Robert's Rules of Order)
- C. **TRUSTED SERVANTS (guidelines)** (This section should cover the trusted servant positions, duties and responsibilities); (Ref; "The Group Booklet", pages 14-18 and "A Guide to Local Services in Narcotics Anonymous, 2002 Version". pages 32-36.)
1. Secretary (chairperson) and is suggested an Alt-Secretary
 - a. Suggested Requirements
 - b. Duties
 2. Treasurer and is suggested an Alt-Treasurer
 - a. Suggested Requirements
 - b. Duties
 3. Group Service Representative (GSR) and an Alt-GSR
 - a. Suggested Requirements
 - b. Duties
- D. **REMOVAL OF TRUSTED SERVANTS (guidelines)** (This section should cover rules concerning the removal of a trusted servant); (Ref: RASCNA Guidelines and Procedures 2004, "H", page 13)
- E. **AMENDMENT OF GUIDELINES (guidelines)** (This section should cover rules concerning how to amend the guidelines of your home group); (Ref: RASCNA Guidelines and Procedures 2004, "H", page 13)

F. PARLIAMENTARY AUTHORITY (guidelines) (This section should cover the rules of order when conducting business so it will help us make orderly collective decisions in a cooperative and respectful manner efficiently.) (Ref: Robert Rules of Order and the (See RASCNA Guidelines and Procedures 2004, "H", pages 32-39, Concepts Two, Seven, Eight, Nine, and Twelve)

G. RETRIEVAL OF NA FUNDS (guidelines) (This section should state the steps the Home Group is willing to take to retrieve stolen NA funds) (Ref: See RASCNA Guidelines and Procedures 2004, "H", pages 15-17); (Concept Two, Seven, Nine, and Eleven.)

H. ATTACHMENTS (This section should contain Area level documents that should be used at the home group level to conduct home group and Area level business).

For example:

- 1) Group Report Form
- 2) Literature Order Form
- 3) Guideline Motion Form (RASCNA)

PROCEDURAL

A. Home Group Meeting Format (procedural) (This section is where you should insert a copy of your present home group meeting format) (Ref; Tradition Four)

B. AGENDA AND BASIC FORMAT FOR A BUSINESS MEETING (procedural)
(This can be used as a sample format for business meetings.)

1. CALL TO ORDER (date: time opened/closed; meeting opened by)
2. SERENITY PRAYER
3. READING OF 12 CONCEPTS OR 12 TRADITIONS (Read by)
4. ROLL CALL OF TRUSTED SERVANTS (Attendance)
5. RECOGNITION OF ALL MEMBERS (Attendance)
6. RECOGNITION OF NEW MEMBERS
7. READING AND APPROVAL OF LAST MONTH'S BUSINESS MEETING MINUTES
8. REPORTS FROM SECRETARY, TREASURER AND GSR
9. OLD BUSINESS
10. NEW BUSINESS
11. GROUP CONCERNS
12. MONEY MATTERS
13. ANNOUNCEMENTS
14. CLOSING AND ADJOURNMENT

C. NOMINATIONS AND ELECTIONS (procedural)
(See RASCNA Guidelines and Procedures 2004, "H", pages 22-23)

D. MOTIONS
(See RASCNA Guidelines and Procedures 2004, "H", pages 23-24)

E. AMENDMENT OF PROCEDURES (procedural)
(See RASCNA Guidelines and Procedures 2004, "H", page 24)

F. ATTACHMENTS (This section should contain Area level documents that should be used at the home group level to conduct home group and Area level business).

For example:

- 1) Procedure Motion Form
- 2) Sample Rules of Order (RASCNA)

BOOK REFERENCES:

To assist home groups and trusted servants who wish to create and develop Guidelines and Procedures for a home **group**, the following list of reference manuals are strongly suggested:

1. **The Group Booklet, Revised** *It explains the responsibilities and duties of the home group, its members, the secretary, the treasurer, alt. GSR and GSR.*
2. **The Basic Text of NA** *It serves as a guide for our recovery process in NA.*
3. **It Works How and Why** *It is a discussion of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.*
4. **The Richmond Area Service Committee of Narcotics Anonymous Guidelines and Procedures-2004** *It explains the requirements and method for conducting NA business on the area service floor.*
5. **A Guide to Local Services in Narcotics Anonymous 2002 Version** *It provides a description of service on the local level including groups, areas, metropolitan services, regions, etc.*
6. **Twelve Concepts for NA Service** *It provides guiding principles for our service structure to ensure that our fellowship's service structure remains forever devoted to service, not government.*

IN LOVING SERVICE, OUTREACH!