

Behind The Walls Sponsorship Regional Subcommittee Guidelines

I. General Purpose

Our primary purpose is to provide a sponsor to work the Twelve Steps of Narcotics Anonymous to those people, who are incarcerated in an institution, and are not able to meet potential sponsors at their local NA meetings. Our interactions will only be via mail, not by telephone or visitation. Our mission is to ensure that any addict seeking recovery through a working knowledge of the Twelve Steps of Narcotics Anonymous, has the opportunity to do so even in an institution.

II. Membership

The Subcommittee shall consist of administrative officers: Chairperson, Vice-Chairperson, Secretary, Literature Chairperson, Institutional Public Relations Coordinator, Fellowship Coordinator; Area Liaison, and all involved members interested in Behind the Walls Sponsorship Subcommittee work. The only officer affirmed by the general session of the Region will be the Chairperson. The Chairperson, Vice-Chairperson, Secretary, Literature Chairperson, Institutional Public Relations Coordinator, and Fellowship Coordinator will be elected by the Subcommittee. All Subcommittee members, except the Chairperson, may bring discussions to the floor for consensus. All members may participate in the consensus-based decision making process in order to arrive at a group conscience.

III. Functions of the Subcommittee

A. All letters will be sent via the CCRSC PO Box, with no personal last names, addresses, or phone numbers of the sponsors, committee members, or anyone else. Sponsors will use first names only, as decided by the sponsor. "Correspondence Only" agreements (attached) with these signatures will be filed with Behind the Walls Sponsorship Subcommittee.

B. Sponsors from the Behind the Walls Sponsorship Subcommittee will have an individual addict assigned by the Subcommittee, in the order that the sponsors have qualified. Addicts/Inmates will be assigned sponsors of the same sex. The Subcommittee will notify the new sponsors once they have been approved for the sponsorship program. The Sponsor must have had no prior knowledge of their assigned sponsee. This means that they should have never met that person at any time.

C. After the Chairperson or the Subcommittee reads the first letter, all correspondence between the sponsor and sponsee is confidential.

D. The body is responsible for maintaining contact information for the sponsors so we may make inquiries of the status between the sponsor and sponsee.

E. Only inmates with incarceration time lines of one year or more will be assigned a sponsor.

F. NO ARRANGEMENTS FOR RIDES, VISITS, LOANS, PHONE CALLS, MATERIALS FOR CORRESPONDING, PHOTOS, DRAWINGS, TAPES, NON NA APPROVED LITERATURE, CONTACTING FAMILY MEMBERS OR FRIENDS WILL BE MADE BETWEEN THE SPONSOR AND SPONSEE.

G. The Twelve Traditions of Narcotics Anonymous will be strictly upheld.

H. All rules and regulations of the facility will be strictly upheld.

I. Only women will write women, and only men will write men.

J. The Subcommittee meets monthly or at the discretion of the committee.

K. Any inmate who thinks they have a problem with addiction may write the Behind the Walls Sponsorship Subcommittee with any recovery related questions or concerns at any time. Our response may include providing information pamphlets, meeting directories, or any other NA information regarding the concerns of the inmate.

L. All members of this Subcommittee are required to attend our meetings; loss of abstinence, non-fulfillment of duties, or missing two consecutive meetings without prior notification may be asked to resign from their commitment in order to insure our guidelines are being followed and our primary purpose is being carried out.

M. Sponsors of the subcommittee may choose to remain in contact with their sponsees after their release at the sponsor's discretion.

IV. Qualifications and Responsibilities of Officers

A. Chairperson

1. Is elected by the group conscience of the Subcommittee and affirmed by the RSC.
2. Complete abstinence from all drugs for five (5) years.
3. Must have one (1) year experience in Regional H&I service or as Area H&I Chair and must have served as an administrative officer of this subcommittee.
4. Must have working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous through application.
5. Mediates all Subcommittee meetings with the general understanding of consensus-based decision-making.
6. Prepares a report for each RSC meeting and makes all motions on behalf of, and is the voice of the Subcommittee.
7. Coordinates, and is responsible for all work done by the Subcommittee.
8. Institutes guidelines and ensures that traditions are being upheld.
9. Coordinates screening applications.
10. Performs initial correspondence with inmates.
11. Maintains communication with sponsors.
12. Is available to answer questions from the Area Subcommittees.
13. Maintain communications with NAWS
14. Prepares a budget with the Subcommittee to be submitted for the approval of the RSC for the upcoming year.
15. If necessary, Chairperson may be removed by the RSC, as outlined in their guidelines.

16. Service commitment shall be for a period of two (2) years.

17. Facilitates all subcommittee meetings.

B. Vice-Chairperson

1. Is elected by the Behind the Walls Sponsorship Subcommittee.

2. Complete abstinence from all drugs for four (4) years.

3. Must have one (1) year experience in Regional H&I service or as an Area H&I Chair and must have served as an administrative officer of this subcommittee.

4. Must have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous through application.

5. Works with the Chairperson to ensure the smooth operation of the Subcommittee.

6. Performs the duties of the Chairperson when absent.

7. If necessary, may be removed by a simple majority vote of the Subcommittee.

8. Advises and coordinates with web master for updating the Central California Regional Website.

9. Service commitment shall be for a period of two (2) years.

C. Secretary

1. Is elected by the Behind the Walls Sponsorship Subcommittee.

2. Complete abstinence from all drugs for two (2) years.

3. Must have one (1) year experience in Area level service and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous through application.

4. Works with the Chairperson to ensure the smooth operation of the Subcommittee.

5. Must have clerical skills.

6. Must keep an accurate set of minutes of all Subcommittee meetings and learning session topics discussed; they should be ready for distribution to all Subcommittee members within 14 days.

7. If necessary, may be removed by a simple majority vote of the Subcommittee.

8. Service commitment shall be for a period of two (2) years.

9. Maintains the Behind the Walls Sponsorship Subcommittee's e-mail address (behindthewallssponsorship@yahoo.com) Also, provides password to Chair/Vice-Chair.

D. Literature Chairperson

1. Is elected by the Behind the Walls Sponsorship Subcommittee.

2. Complete abstinence from all drugs for four (4) years.

3. Must have experience as an Area level Literature Subcommittee member and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous through application.

4. Coordinates activity with sponsor and orders literature from the WSO.

5. Must be gainfully employed and/or financially self-supporting.

6. Is required to give a written and oral report to the subcommittee at all meetings.

7. Prepares a yearly audit of all literature purchases by this subcommittee for RSC.

8. If necessary, may be removed by a simple majority vote of the Subcommittee.

9. Service commitment shall be for a period of two (2) years.

E. Fellowship Coordinator

1. Is elected by the Behind the Walls Sponsorship Subcommittee.
2. Completed abstinence from all drugs for four (4) years.
3. Must have one (1) year experience in Area level service, preferably an Activities Subcommittee member, and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous through application.
4. Coordinates with subcommittee and acts as a public relation liaison to the fellowship of Narcotics Anonymous regarding activities and events for the purpose of raising fellowship awareness.
5. Is required to give written and oral reports to the subcommittee.
6. If necessary, may be removed by a simple majority vote of the Subcommittee.
7. Service commitment shall be for a period of two (2) years.

F. Institutional Public Relations Coordinator

1. Is elected by the Behind the Walls Sponsorship Subcommittee.
2. Completed abstinence from all drugs for four (4) years.
3. Must have one (1) year experience in Area level service, preferably as a GSR.
4. Must have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous through application.
5. Coordinates with subcommittee and acts as a public relation liaison between institutions located within our region for the Behind the Walls Regional Subcommittee for the purpose of raising awareness of our subcommittee.
6. Is required to give a written and oral report to the subcommittee.
7. If necessary, may be removed by a simple majority vote of the Subcommittee.
8. Service commitment shall be for a period of two (2) years.

G. Area Liaison

1. Is elected by the Behind the Walls Sponsorship Subcommittee.
2. Completed abstinence from all drugs for four (4) years.
3. Must have one (1) year experience in Area level service, preferably as a GSR.
4. Must have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous through application.
5. Coordinates with subcommittee and reports by e-mail monthly for areas located within our region for the Behind the Walls Sponsorship Subcommittee.
6. Area meetings will be conducted according the Regional Subcommittee Guidelines and reported to the executive body of the Regional Behind the Walls Executive Subcommittee the month prior to the regional body's quarterly meeting.
7. If necessary, may be removed by a simple majority vote of the Subcommittee.
8. Service commitment shall be for a period of two (2) years.

H. Sponsor

1. Complete abstinence from all drugs for three (3) years.
2. Must have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous through application.
3. Must have an NA sponsor.
4. Men with men, and women with women.
5. Must carry a clear NA message.

6. Must be off parole and probation.
7. Must have no misdemeanor or felony convictions in at least a year or more.
8. Must meet all of the requirements of the screening process.
9. Must always keep in mind that they are representing Behind the Walls Sponsorship Subcommittee when interacting with sponsees.
10. A willingness and availability to reply to any letter within two weeks or less from the date the sponsor receives the letter.
11. The sponsor is responsible to report that he/she is no longer available to be an active member to this Subcommittee or their assigned sponsee.
12. Must abide by subcommittee guidelines. Must also abide by sponsees institutions guidelines, and may be asked to resign as a sponsor to an inmate if not in compliance.
13. Must attend all quarterly subcommittee meetings.
14. If necessary, may be removed by a simple majority vote of the Subcommittee.

V. Election of Officers

1. Elections to be held in June of even odd years.
2. At the discretion of the subcommittee, special elections may be held for all positions.
3. Subcommittee chair pro tem is subject to Regional approval.
4. No positions can be held more than two consecutive terms in the spirit of rotation.
5. All positions will be confirmed through a consensus based decision-making process.

VI. Service Accountability Requirements

1. Must attend all subcommittee meetings.
2. If unable to attend, prior notification must be made to Chair or Secretary.
3. If unable to attend, a written report must be submitted by mail or email to the Secretary or other member attending the meeting.
4. If two or more meetings are consecutively missed by a member without notification, they may be removed from service by the subcommittee by consensus vote.
5. Subcommittee member having missed consecutive meetings may be asked to abstain from decision-making processes until they resume regular meeting attendance.

VII. Subcommittee Budget

Budget is as follows and will be added to our Subcommittee Guidelines:

\$350.00 - TOTAL Quarterly Budget

1. Budget requests shall be submitted in a general session of the RSC at the first of the year, approved by the RCM's, and dispersed through the Regional Treasury; the development of an annual project agenda is important in the establishment of the budget.
2. The Behind the Walls Sponsorship Subcommittee will provide all records of their finances to the Region via Literature Chair report and keep copies for archival purposes and yearly audits. All audits will be documented and provided to the RSC annually.
3. As per decided by the Behind the Walls Sponsorship Subcommittee, once a sponsee has been screened and approved for our sponsorship program, the sponsor will determine through correspondence the sponsees literature needs. All books shall be softbound covers and ordered by our Literature Chairperson through the WSO, and to follow the instructions of the individual institution to which the sponsee resides. Additional literature may be provided to sponsees through direct correspondence. All purchases of literature shall be discussed first with the Behind the Walls Sponsorship Subcommittee to ensure accountability of our funds and resources.