

WEST PUGET SOUND AREA

PHONE-LINE

SUBCOMMITTEE GUIDELINES

04/03/2015

1. Definition and Purpose of the Subcommittee:

West Puget Sound Area Subcommittee is a volunteer group of the fellowship of Narcotics Anonymous, existing for the express purpose of directing the potential addict to an NA meeting or directing questions about our fellowship to the appropriate subcommittee.

The response and attitude of the volunteer(s) can have a lasting impression on the caller

As a subcommittee of the West Puget Sound Area Committee (WPSAC), we shall maintain effective communication and cooperation with the WSPAC. Meetings are open to all members of the NA fellowship.

2. Functions of the Subcommittee:

- To hold regularly scheduled monthly business meetings
- To communicate and disburse all information to and from phone-line volunteers
- To provide representation and participation in the WPSAC
- To coordinate, recruit and develop the training of the phone-line volunteers
- To update the information line on a monthly basis

- To elect and/or appoint members to fulfill the needs of the subcommittee
- To educate the fellowship at large and train the subcommittee members
- To schedule and maintain active volunteer list

3. Structure of Elected Position:

The Elected Position of the Subcommittee (also known as coordinators) shall consist of a Chairperson, Vice-Chairperson, and Secretary. All positions, with the exception of the Chairperson, who is elected by the WPSAC, are elected by a consensus of the Subcommittee.

All terms of office are one (1) year with eligibility for a second term of one (1) year for any elected position.

If an elected committee member becomes unable to fulfill the duties of that position, a successor shall be suggested by the Chairperson and approved by the Subcommittee at the next business meeting. Should the Chairperson be unable to fulfill the duties of that position, the Vice-Chairperson will automatically assume the position of the Chairperson until the next PRC meeting where a new Chairperson will be elected or appointed.

4. Qualifications and Duties of Elected Committee Members:

All coordinators are required to attend regular monthly Phone-line Committee meetings. Coordinators should have a minimum of one year clean time.

Chairperson:

Elected by the PRC- see PRC requirements and responsibilities in PRC guidelines.

Responsibilities to the subcommittee include:

- presides at Subcommittee meetings
- prepares agenda for each meeting
- maintains order at the meeting
- provides representation of the subcommittee at the monthly PRC meeting and supplies a report to the PRC
- attends volunteer training when applicable to observe and assist in carrying the message and training a volunteer
- coordinates the rotation of the phone-line phone with other Subcommittee members
- coordinates with PRC for funds when needed

Vice Chairperson:

Requires completion of Phone-line training.

- assumes the duties of Chairperson in the case of Chairperson's absence
- If the office Chairperson should be vacant, the Vice-Chairperson assumes the duties until a Chairperson is elected or appointed by the PRC
- Works closely with the Chairperson to become familiar with all aspects of the Chairpersons responsibilities
- Schedules and maintains list(s) of all active phone-line volunteers, coordinate all back up volunteers
- Collect volunteer phone logs
- Maintain volunteer moral. (Either through thank you notes, bi-annual parties, ect)

Secretary:

Requires completion of phone-line training.

- Records minutes of all meetings of the subcommittee and maintains archives of prior meeting minutes and related materials
- Copies and distributes minutes from Subcommittee meetings
- Keeps current records of all Subcommittee members including addresses, phone numbers, and e-mail addresses
- Receives phone-line logs for archives and coordinates with Vice Chair
- Prints or copies (flyers, ect.)

Phone line volunteers:

(minimum recommended amount of clean time 6 months)

Requires completion of phone-line training.

- Follow the phone-line chart as outlined in the WSO guide to phone line service