What A Way To Start A Day
Home Group
of Narcotics Anonymous

SPEAKERS
712-432-0075 – Access Code 921-553#

LISTENERS
712-432-0075 - Access Code 299-757#

SUBCOMMITTEE MEETING LINE
712-432-0075 – Access Code 969-228#

WEBSITE: whataway.yolasite.com
E-MAIL: whatawaytostartadayjft@yahoo.com
What A Way To Start A Day
Just For Today Morning Meditation Group
of Narcotics Anonymous

GROUP GUIDELINES

Purpose of What A Way To Start A Day Home Group

What A Way To Start A Day, hereinafter “the Group”, is a Just For Today Meditation Meeting conducted via telephone conferencing. The purpose of this Group is to carry the Narcotics Anonymous message of recovery as well as to reach addicts that cannot attend NA meetings on a regular basis. This Group is an open meeting and welcomes all. This meeting is not intended to take the place of attending regularly scheduled NA meetings, but as a supplement to our daily participation in Narcotics Anonymous.

All Group policies are formed in keeping with the Fourth Tradition of Narcotics Anonymous stating that each group is autonomous except in matters affecting other groups and NA as a whole. This Group is a part of the New Orleans Area Service Committee, which is a part of the Louisiana Region, which is a part of World Service of NA.

Basic Group Policies

1] This group hereby adapts the Twelve Concepts of NA Service, the Twelve Traditions of NA and the New Orleans Area Service Committee Guidelines.

2] All speakers are to have a minimum of three [3] years clean; with the exception of special events (i.e. Newcomer’s Monday, etc.)

3] As per Motion passed 6/26/10, the group will hosts Newcomers Monday once a month.

MEMBERS

Home Group Members:

NA Members wanting to become a home group member of the Group must submit a request to be place on the home group member list via telephone, e-mail, U.S. mail, fax or hand delivery including his/her name, clean date, State of residence and full contact information. Note: Please express your objections if you do not wish your name and
contact information placed on the website. If you do not have access to email and/or internet service, please provide a mailing address.

**Listening Members:**
Anyone who wishes to call the phone line under the listeners’ access code.

**Voting Members:**
Any home group member that has attended two out of the last three Group business meetings is eligible to vote. Also, in order to vote the member must be officially recorded at roll call prior to the 15 minutes grace period before the meeting starts.

**TRUSTED SERVANTS**

1] All officers and trusted servants of the Group are selected by a simple majority vote through an election process.

2] Any trusted servant may be removed from their service position for non-compliance including, but not limited to:
   a) Loss of continuous clean time
   b) Non-fulfillment of the duties of their position
   c) Absence of three [3] consecutive Business Meetings (unless otherwise represented by a member with knowledge of duties) or excessive absenteeism.

3] All trusted servants must be willing to be accountable to the Group.

4] Elections are to take place annually within the month of July.

5] The group should maintain two [2] active Speaker Coordinators (one female & one male) at all times.

**GROUP BUSINESS MEETING**

The purpose of the Group Business Meeting is to conduct the business of the group in such a way that the group remains effective in carrying the recovery message. Group Business Meetings are conducted on Saturday via telephone conference by a pre-prepared Agenda; unless a special meeting is called by the Chairperson after a consensus of the Executive Committee; which would consist of the Chairperson, Co-Chairperson, Treasurer Secretary. Agenda items are to be submitted to the Secretary no later than Wednesday, (3 days prior to meeting) via
telephone, fax, e-mail or hand delivery. Only those items on the Agenda will be discussed at the Group Business Meeting. This includes New Business. The business meetings shall be conducted for one [1] hour. All items not addressed will be tabled and placed at the top of the Agenda to be addressed at the next business meeting. All issues called to vote will be decided by a majority vote and recorded accordingly by the Group Secretary.

A Quorum must be established as 50% of the average voting members in attendance at the last three business meetings. As per Motion passed 6/26/10, any motion that has been voted on cannot be revisited for a minimum of 2 months unless it has an adverse effect on the Group as a whole.

GROUP DONATIONS

This Group functions under the Seventh Tradition of Narcotics Anonymous stating that “each NA group ought to be fully self supporting declining outside contributions”. This Group is fully self supporting through its own contributions. Donations will be accepted through PayPal, U.S. Postal Service and hand delivery. Group donations are accepted in check, money order, wire transfer, debit card and/or credit card.

Disbursement of Funds:

a) All disbursement of funds must by approved by the Group.
b) All disbursement of funds will require a receipt.
c) All advanced, non-receipted, disbursements must be accompanied by a written estimate of planned expenses. Once the expense is completed, all receipts and excess funds should be returned to the Group Treasurer for reconciliation by the next group Business Meeting.
d) As a last resort, with approval from the Group, a member may spend personal funds; the member must submit a receipt in order to request a reimbursement from the Group.
e) The Chairperson, Co-Chairperson and Treasurer to be designated as persons with authority to sign off on disbursement of funds. Checks must be signed by two or the three designated persons

MEETING FORMAT

(attached)

The meeting format should be adhered to at every meeting. The meeting format, as well as any updates and/or revisions are adapted by a majority vote.
OFFICERS

CHAIRPERSON
Qualifications:
2] Working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the Twelve Concepts of NA Service
3] Willing to make a one [1] year Commitment

Duties:
1] Opens and presides over Group business meetings and ensures that procedures are consistent with the group Guidelines and the Twelve Traditions of NA
2] Call special meetings as needed; once there is a consensus of the Executive Committee
3] Submit a written and oral report at all regularly scheduled Group Business Meetings; the written report should be forwarded to Group Secretary
4] The Chairperson should facilitate business meetings in a neutral position abstaining from voting unless needed to break a tie vote.
5] Appoints Ad Hoc Committees which are by definition a temporary committee to work on a specific situation or purpose not covered by other subcommittees or trusted servants. This committee is resolved once its purpose has been achieved.

VICE-CHAIRPERSON
Qualifications:
2] Working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the Twelve Concepts of NA Service
3] Willing to make a one [1] year commitment

Duties:
1] To assist the Chairperson in his duties
2] Serves as the Chairperson in his/her absence

SECRETARY
Qualifications:
2] Working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the Twelve Concepts of NA Service
3] Willing to make a one [1] year Commitment

Duties:
1] Keep accurate minutes at Group Business meetings and maintain a record of said minutes, as well as any motions and policy changes
2] Organize and type minutes to be submitted to the Webmaster for posting on the group website; minutes are to include general business and a financial report
3] Keep a record of home group members, clean dates and contact information and make list available to the Webmaster to post on website with monthly updates [to include first name, last initial, state, e-mail address at phone number, if approved by member]
4] Attend business meetings
5] Performs roll call at Group business meetings
6] Provide a daily report of announcements at the meeting
7] Notifies home group members of special meetings

**SECRETARY ALTERNATE**

**Qualifications:**
2] Working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the Twelve Concepts of NA Service
3] Willing to make a one [1] year Commitment

**Duties:**
1] Assist the Secretary in his/her duties as needed
2] To act on behalf of the Secretary by fulfilling his/her duties in his/her absence

**MEETING MODEARTOR**

**Qualifications:**
2] Working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the Twelve Concepts of NA Service
4] Good oral communication skills and the ability to work well with others

**Duties:**
1] Opens and facilitates the daily morning meeting
2] Maintains an atmosphere of recovery
3] Responsible to minimize interference with the timing and progression of the meeting; to keep the meeting moving and avoid unnecessary delays
4] The Moderator should facilitate meetings making sure the speakers maintain the clarity of NA message, *gracefully not allowing anyone* to violate the Traditions of NA as well as the Group Guidelines
5] Exercise the ability to place principles before personalities
6] To work with the Speaker Coordinator (and others that submit speaker names) to prepare a list of speakers considering the availability of each speaker

**MEETING CO-MODEARTOR**

**Qualifications:**
2] Working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the Twelve Concepts of NA Service
4] Good oral communication skills and the ability to work with others
5] Has the priority option to be ratified as Moderator if he/she so chooses

**Duties:**
1] Assist the Meeting Moderator as needed
2] Acts on behalf of the Moderator in his/her absence

**GROUP SERVICE REPRESENTATIVE (GSR)**

**Qualifications:**
2] Working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the Twelve Concepts of NA Service
3] Willing to make a one [1] year Commitment

**Duties:**
1] Acts as a liaison between the Group and the New Orleans Area
2] Attend the New Orleans Area Service Committee Meeting
3] Working knowledge of the Twelve Steps, Twelve Traditions of NA and Twelve Concepts of NA

**GROUP SERVICE REPRESENTATIVE ALTERNATE (GSR-Alternate)**

**Qualifications:**
2] Working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the Twelve Concepts of NA Service
3] Willing to make a one [1] year Commitment

**Duties:**
1] Assist the GSR as needed
2] Acts as a liaison between the Group and the New Orleans Area
3] Attend and function as GSR in the New Orleans Area Service Committee Meeting in the absence of the GSR
4] Working knowledge of the Twelve Steps, Twelve Traditions of NA and Twelve Concepts of NA

**TREASURER**

**Qualifications:**
2] Basic accounting knowledge
3] Gainfully employed
4] Must have reliable computer access and the knowledge and ability to maintain and access donations from PayPal Account
5] Working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the Twelve Concepts of NA Service
6] Willing to make a one [1] year Commitment
**Duties:**
1] Act as custodian of group funds
2] Submit a written and oral report at all business meetings and e-mail or fax a written report to the Secretary; Report shall consist of all group financial activities, donations, expenses, disbursements, etc.
3] Attend business meetings
3} Keep accurate financial record of all Group expenses
6] Ensures that all Group funds are used in line with our traditions and concepts and according to group conscience
7] Retrieve all Group donations as they become available in money orders, checks, wire transfers and debit and/or credit cards.
8] Follow the Group guidelines listed under “Donations” for disbursement of funds, as well as Treasurer Guidelines set forth by the Group

**CO-TREASURER**

**Qualifications:**
2] Basic accounting knowledge
3] Gainfully employed
4] Must have reliable computer access and the knowledge and ability to maintain and access all donations, specifically from PayPal Account
5] Willing to make a one [1] year Commitment
6] Working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the Twelve Concepts of NA Service

**Duties:**
1] Act as custodian of group funds
2} Acts on behalf of the Treasurer by assuming his/her duties in his/her absence

**SUBCOMMITTEES**

*(all Subcommittee Guidelines will be attached as they become available)*

All Subcommittees are chaired by trusted servants of the Group and should hold monthly business meetings or more at the discretion of the Group or Chairperson. The Chairperson of each subcommittee is responsible to submit a written and oral report at each group business meeting. Written reports should be forwarded to the Group Secretary to be included in the Business Meeting minutes and alternately posted on the website by the Web Servant. All Subcommittee meetings should be announced in advance and posted on the website for general attendance. Subcommittees are conducted through the Subcommittee access code.
SPEAKER COORDINATOR SUBCOMMITTEE

SPEAKER COORDINATOR CHAIRPERSON:

Qualifications:
2] Working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the Twelve Concepts of NA Service
3] Unlimited long distance capabilities required
4] Good verbal communication skills
6] Good oral and verbal communication skills
7] Good networking skills
8] The ability to work well with others and place principles before personalities

Duties:
1] Submit a list of pre-qualified speakers to the meeting moderator Sunday through Thursday evenings before 6:00 p.m. (central time)
2] Recruit and oversee a subcommittee of speaker coordinators in various states
3] Hold monthly subcommittee meetings; more if necessary
4] Attend scheduled business meetings
5] Submit an oral and written report at all regularly scheduled business meetings; the written report should be made available to the Group Secretary
6] To work with the Meeting Moderator to prepare a list of speakers considering the availability of each speaker
7] To assure that all speakers are orientated properly as to the process and procedures set forth by the Group

POLICY & PROCEDURES SUBCOMMITTEE

The Purpose of the Policy & Procedure Subcommittee is dedicated to our primary purpose:

1] To encourage the use of policy as spiritual tool based on the Twelve Traditions of NA and the Twelve Concepts of NA Service
2] To help interpret policy and make appropriate recommendations
3] To help the Group, as a whole, as well as its Subcommittees to prepare, revise and update guidelines according to and in keeping with the Twelve Traditions of Narcotics Anonymous.
4] To develop and maintain archives (i.e. guidelines, addendums) for the Group
5] To draft, update and revise guidelines as needed; to incorporate all motions and policies in guidelines bi-annually
6) This Subcommittee will review wording on all motions and help Chairperson to minimize conflicts between motions, Group policies and the Twelve Traditions of NA

**CHAIRPERSON OF POLICY & PROCEDURES**

**Qualifications:**
1) Three [3] years clean time
2) Experience in policies and procedures of Narcotics Anonymous
3) Working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the Twelve Concepts of NA Service
4) Willing to make a one [1] year Commitment

**Duties:**
1) Recruit and oversee a subcommittee to assist in duties
2) To update policy procedures quarterly by incorporating passed motions, policies and subcommittee guideline revisions to the Group Guidelines
3) To hold Policy & Procedure Meetings monthly and more often if needed
4) To assure that someone on the committee is available at all group business meetings

**WEBSITE SUBCOMMITTEE**

The purpose of the Website Subcommittee is dedicated to our primary purpose by maintaining the Group website by making information available to addicts who might need NA information and to our current members. Additionally, the website would facilitate e-mail communication and links to/from various members anonymously, as well as links to other related sources and NA events.

**CHAIRPERSON OF WEBSITE SUBCOMMITTEE / WEB SERVANT**

**Qualifications:**
1) Minimum of three [3] years clean time
2) Willing to commit as Chairperson to the Website Subcommittee for one [1] year
3) Working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the Twelve Concepts of NA Service
4) Knowledge of web protocols and the ability to maintain HTML code and access to the internet

**Duties:**
1) Recruit and oversee a subcommittee to assist in duties
   To oversee the Website Subcommittee and hold regular meetings
2) Submit a written and oral report at all scheduled business meetings; written report to be forwarded to Group Secretary
3) To post and maintain all Group announcements on the website, as well as other NA related announcements
4] To post and maintain a list of all service positions with contact information on the website
5] Maintain archives posted to website
6] Post Business Group Agenda and Business meeting minutes on website
7] Keep a record of home group members and clean dates and post on website with monthly updates [to include first name, last initial, resident state, e-mail address and phone number with approval from each member]
8] Respect the privacy of each member individually by acquiring his/her oral permission to post name and contact information on website

**WELCOMING SUBCOMMITTEE GUIDELINES**

**WELCOMING CHAIRPERSON**

**Qualifications**

2] Experience in policies and procedures of Narcotics Anonymous
3] Working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the Twelve Concepts of NA Service
4] Willing to make a one [1] year Commitment
5] Strong public relations skills
6] Time & resources to be available on phone line one-half before meeting begins

**Duties:**

1] To recruit members, form a subcommittee and hold regular meetings
2] To welcome and greet members before each meeting
2] Make announcements as needed
3] Answer any questions about the Group, the process and/or miscellaneous questions
4] Maintain order on phone line before meetings
5] To assure that someone from his subcommittee acts in his/her behalf during his/her absence
6] Call members when they are on the list and not called to speak at their designated time
7] Thank members for participating and/or listening and to make everyone feel welcome and a part of the Group
8] Attend the regularly scheduled business meeting
9] Submit a written and oral report at all scheduled business meetings; written report to be forwarded to Group Secretary
Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA unity.

2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.

3. The only requirement for membership is a desire to stop using.

4. Each group should be autonomous except in matters affecting other groups or NA as a whole.

5. Each group has but one primary purpose—to carry the message to the addict who still suffers.

6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.

7. Every NA group ought to be fully self-supporting, declining outside contributions.

8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.

9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.

11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.

12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Twelve Traditions reprinted for adaptation by permission of AA World Services, Inc.
Twelve Concepts for NA Service

1. To fulfill our fellowship’s primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.

2. The final responsibility and authority for NA services rests with the NA groups.

3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.

4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.

5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.

6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.

7. All members of a service body bear substantial responsibility for that body’s decisions and should be allowed to fully participate in its decision-making processes.

8. Our service structure depends on the integrity and effectiveness of our communications.

9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.

10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.

11. NA funds are to be used to further our primary purpose, and must be managed responsibly.

12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.
ATTACHMENTS

Meeting Format
Policy & Procedure Guidelines
Treasurer Guidelines
Speaker Coordinator Guidelines
Website Subcommittee Guidelines
Welcoming Subcommittee Guidelines

All of the above stated guidelines are considered part of the Group Guidelines and any revisions can be recommended by the Subcommittee or Group Members, but are subject to Group approval.
Good Morning and welcome to the Morning Meditation Group of Narcotics Anonymous. We are a group of recovering addicts who meet every Monday through Friday at 6:30 (central time) to help each other stay clean. In this meeting, we will read from the Just for Today meditation book then offer a short reflection on today’s reading. As stated in the NA Basic Text (pg. 56). “Sharing with fellow addicts is a basic tool in our program. This help can only come from another addict.” We feel this is an ideal way to start our day. We encourage you to join us regularly. This meeting is being recorded.

My name is ________ and I am an addict. Please join me in a moment of silence followed by the Serenity Prayer (Pause then lead prayer)

I have asked _____ to read What is Narcotics Anonymous
I have asked _____ to read How It Works
I have asked _____ to read The Twelve Tradition
I have asked _____ to read the JFT reading for today

We have invited members to share. (Introduce each person, giving them 5 minutes each) Now, _____ will I share their experience strength and hope.

End meeting at 6:25 a.m.

Close the meeting with the Third Step Prayer.

Let’s close with a moment of silence followed by the Third Step Prayer.

What a Way to Start a Day, morning teleconference meeting of N.A. is only a way to supplement our daily program of recovery. We encourage every addict to continue regular meeting attendance in your area.
ANNOUNCEMENTS  {to be made 5 minutes before meeting starts}:

1] The Seventh Tradition states that “Every NA Group ought to be fully self-supporting declining outside contributions”. This Group is fully self-supporting through its own contributions. This Group accepts donations through U.S. Mail, PayPal and hand delivery. Donations will be used for Group expenses, detailed in Treasurer Report at each Business Meeting. Please see website for more details or contact the Group Treasurer.

2] Announce contact information of Speaker Coordinators

3] Announce the website and e-mail address for the Group

4] Please be aware that if your telephone causes any technical interference causing undue noise the meeting moderator will mute your connection and you will have to hang up and call back,

4] If you know any NA members interested in participating in this meeting, please give them information to contact one of the Speak Coordinators.

5] If you were on the list to speak today and we did not get you, your name will be placed at the top of the list for the next scheduled meeting. If you are not available for the next meeting, please call and let us know.

ANNOUNCE UPCOMING EVENTS

Thank you for joining us.