

SSRNA Online Meeting Guidelines

- (Using the Online Regional Meeting Platform- Rsc0 (Financial) Rsc1, Rsc2, Rsc3, (Recovery Meeting) & Rsc4 (Convention).
 - Passwords for each RSC Room shall be kept private (**as stated in this document, and held by the Chair of this Subcommittee**)
- **Mission Statement: To Carry the NA Message of hope for recovery to addicts online.**
 - **Vision Statement: Accountability to reach out to as many addicts who desire to go to meetings online, and to provide the platform necessary to accomplish the Mission Statement.**

I.

SSRNA “Online Meetings”

1. The SSRNA Regional Online Meeting Chair shall be the single point of accountability for the SSRNA Online Meeting(s), and SSRNA RSC shall elect with full transparency , the Online Meeting Chair as a single point of Accountability. The Online Meeting Chair is the contact person in case any online issues arise with Hosts, Co Hosts and any Online Meetings. The Online Meeting Chair is accountable to SSRNA in a bi-monthly RSC Report.
2. The Regional “Online Meetings” Chair rotates every July (Election) and the new Online Meeting Chair takes over as the day of the SSRSC Meeting in September. The outgoing Online Meeting Chair agrees to mentor and moderate the new “Online Meeting” Chair for one year. The new “Online Meeting Chair” is on the job” trained in the SSRNA Online Meetings with the Mentor (outgoing “Online Meeting Chair”. The new Chair agrees to do the same in succession.
3. Any Host issues will be part of the SSRNA Online Meetings Subcommittee Meeting Agenda. All Hosts are urged to attend all monthly “Online Meeting Subcommittee” meetings.
4. The SSRNA “Online Meeting Chair” will hold one (1) Online Meeting Business Meeting every other (odd) month; as a “Online Meeting Subcommittee Meeting” on the first

Monday at 8:15 pm on (Zoom # 876 290 5567) (Service Room) in preparation for the Regional Service meeting.

5. The SSRNA “Online Meetings” Chair will schedule and announce 30 days in advance to SSRNA RSO/RSC, the Hosts and Subcommittee Members regarding every SSRNA Online Subcommittee meeting, by email.
6. Hosts are **requested to** attend all Regional “Online Meetings” Subcommittee meetings. Hosts are required to attend two (2) consecutive meetings to have a vote. If two (2) meetings are missed Hosts will need to attend two (2) consecutive meetings to reestablish voting rights.
7. Key Holders will be designated by the Sierra Sage Region (0, 1, 2, 3, and 4). Key Holders only can change Deep Settings with the approval of Region and the Online Meeting Chair’s direction. The Meeting Settings (Home Group Conscience) can be changed at the direction of that Meeting's Group Conscience, to the Host and, with knowledge going to the “Online Meeting Chair”.

II.

Payment for SSRNA Zoom

1. The SSRSC Debit Cardholder will take care of the Zoom Billing for the SSRNA Region Zoom platform.
 - It is requested to have the SSRNA Treasurer and Paypal donations to be able to have a breakout for all rents paid for the Groups Tally, as requested by the individual Groups.

III.

SSRNA Online Meeting Service Positions

SSRNA Online Meeting Host (Current, Past, and New)

I. Online Meeting Subcommittee Chair:

- **Requirements**

1. a. Minimum of four (4) years clean. **“Relapse is grounds for removal from any position, until that person meets the clean-time requirements”.**
2. b. Fulfills all general requirements.
3. c. Responsible for facilitating Service Forums, i.e Online Workshops, webinars, and other Meetings..
4. d. Ability to organize subcommittee and give the subcommittee direction and encouragement.

- **Duties**

1. a. Responsible for the overall functions of the subcommittee.

2. b. Arranges agenda up to 30 days in advance for subcommittee meetings.
3. c. Presides over subcommittee meetings.
4. d. Maintains communication and cooperation between subcommittee members and the RSC.
5. e. Keeps the subcommittee focused on the purpose.
6. f. Must attend all Regional meetings.

II. Online Meeting Subcommittee Vice Chair

- **Requirements**

1. Minimum of 3 years clean. **“Relapse is grounds for removal from any position, until that person meets the clean-time requirements”.**
2. Fulfills all general requirements.
3. Responsible for co-facilitating Service Forums, i.e Online Workshops, webinars, and other Meetings.
4. Willingness to become Chairperson upon acclimation of the following year.

Duties

1. In the absence of the Chair the Vice-Chair will perform the duties of the Chair.
2. Will be responsible for acquiring and distributing any needed fliers and/or notices from the Online Meetings Chair & Subcommittee.
3. Supplies all new subcommittee members with the Subcommittee Guidelines
4. Acts as liaison to the facilitator of the Online Meetings Subcommittee.
5. Responsible for co-facilitating Service Forums, i.e Workshops and other meetings.

III. Subcommittee Secretary

- **Requirements:**

1. Minimum of one (1) year continuous abstinence from all drugs. Relapse is grounds for immediate removal from position.
2. Be willing and able to attend SSRNA Online Meetings Subcommittee meetings and perform listed duties.

3. Have previous experience at area level.
4. Have secretarial skills necessary to do the job.

- **Duties:**

1. Attend all SSRNA Online Meetings Subcommittee meetings. (1st Monday of odd months 8:15 pm pst)
2. Responsible for getting and reading SSRNA Online Meetings Subcommittee Operating Guidelines. Guidelines here:
https://docs.google.com/document/d/e/2PACX-1vQ5skEWQkjYq9HEJH4hj0cjPD8uDfTCa85QLn4YF04nw7qvX1GVlRpVb6dyAlt-qnZqC_4DOIjHBTkU/pub?urp=gmail_link
3. Maintain a current email list of all active participants of the SSRNA Online Meetings Subcommittee. Email list here:
https://docs.google.com/spreadsheets/d/e/2PACX-1vSBwuz5S9r-5M-kqi-zOGM9b80NXviR7VBGJf_8eIJYS8sXtX5cBbrIXWfgyKm1k1Et9qZJeT86mxpE/pubhtml
4. Record accurate meeting minutes of all SSRNA Online Meetings Subcommittee meetings. Meeting Minutes template here:
https://docs.google.com/spreadsheets/d/e/2PACX-1vQWIZYNCqPeVCu4JKE_q48FHhbi13-7wSgLS832IENeFQ1jC31vzI8ytt_0i0f8fiqfflUMv2d20qro/pubhtml
5. Include policy changes and motions in bi-monthly minutes.
6. Distribute meeting minutes within two (2) weeks of the SSRNA Online Meetings Subcommittee meeting to all active email participants.
7. Keep minutes on hand from the previous year's meetings, giving Chairperson minutes older than one year for the archives.

IV. Hosts

- **Duties & Requirements:**

1. There is a one (1) year clean-time requirement (not to be waived) to be a new Host. **“Relapse is grounds for removal from any position, until that person meets the clean-time requirements”.**
2. Hosts will be in a Hosts FB Chat for the convenience of all online meeting Hosts.
3. Nominations and Elections for new Hosts can be accepted and voted in at any Online Subcommittee meeting (bi-monthly) run by the Online Meeting Chair and Vice Chair. Past Hosts shall mentor and moderate until new Hosts are trained on Online Meetings.
4. A suggested term limit shall be 2 years with a 2 term maximum. If no new Hosts become available at the time of rotation, a Subcommittee group conscience can be

taken to fulfill the need for online meeting. Hosts shall be voted on at the Online Subcommittee Meeting.

5. As meetings fluctuate the Online Chair shall be kept current. As the meeting needs arise, more Hosts and Secretaries/Co-hosts shall be added. Hosts and Co-hosts/Secretaries cover for one another as needed per assigned meetings.
6. The Host's Meeting schedule shall be reviewed every other month at the Subcommittee Meeting. Changes shall be made as needed.
7. Host and Secretaries/Co-Hosts can both be greeters and make announcements and be chat room moderators as the group decides.

IV. Co-Host:

- **Duties & Requirements:**

1. A member must have 6-months clean time to become a Co-Host. **“Relapse is grounds for removal from any position, until that person meets the clean-time requirements”**
2. There shall be 1 or 2 Co-Hosts at each meeting, and it is not required for the Secretary to be the Co-Host. It will be at the Host's discretion. Co-Hosts can become Hosts if they meet the clean time requirements, and are elected by the Subcommittee.
3. Secretaries will be decided by group conscience.
4. Host and Secretaries/Co-Host can both be the waiting room attendant, greeters, make announcements and be chat moderators, per group conscience.
5. If technical difficulties arise, and if the Host loses connection when the Host returns they shall reclaim Host position.

IV.

Group/Meeting Guidelines & Best Practices:

1. Training and Mock Training for SSRNA Hosts will be made available as requested by SSRNA Online Meeting Chair and the needs of the groups. Some form of training group is suggested to happen once every other month. (Jan, Mar, May, July, Sept.& Nov) and Minutes shall be turned in with the Online Meetings Chairs RSC Report.
2. SSRNA Online Meeting Chair shall keep an updated calendar, monthly with all NA Meetings Online on the SSRNA Platform/including dates, times, name of meeting, Host, etc. Print, or email to SSRNA RSC Secretary and each Host when updates are added. (Via Email) to be added to Regional Minutes for RCM's conveniences.
3. As the Online Meetings Subcommittee are the face of Narcotics Anonymous and the SSRNA Online meetings, Hosts are to take “The Best Practices” into consideration and implement them per the group conscience. Hosts shall keep the

Best Practices in mind when greeting, making posts, making announcements in meeting chats, and at each meeting on this SSRNA Online Meeting Platform.

V.

Meeting Formats & Protocols:

1. It is the responsibility of each Online Meetings Group to decide their own meeting format and Secretary and to let the Host know what that Group decides, so that the Host can implement those choices and changes into the chat, announcements, posts, and the waiting room monitoring.
2. Secretaries shall be trained in Co-Host procedures by the Host or at any training session by the Online Meeting Chair and Subcommittee.
3. Each Host shall give changes to the Online Meeting Subcommittee Chair so that the Online Meeting calendar can be continuously updated per the Guidelines.
4. Per “Best Practices”, and the group conscience during the recovery portions of any meeting, the chat section can be limited to host and co-host at the following times (Use in Host and Co-Host Training):

VI.

Best Practices shall be used:

1. During any literature that members will be reading.
2. While a speaker is presenting.
3. Cross-talk in chat during meetings can be turned off during the main portion of the meeting. Per each group's conscience communicated to the Host from that Groups Representative.
4. Each Host is to make Regional posts and Best Practices) into each meeting's chat: a) Meeting Etiquette, b) 7th Tradition, c) Regional Website address, e) Meeting Verifications, f) Regional Hotline Number, at minimum and other items added at the Meetings discretion.

VII.

Hybrid Meetings

1. What is decided by Groups to be Hybrid meetings (In-Person And Virtual -on at the same time) on the SSRNA platform, will remain each individual group's decisions regarding their Group Conscience.
2. SSRNA provides the connection (currently using the Zoom platform) and SSRNA Online Meeting Subcommittee provides the Host. The Group/Meeting provides the Secretary, who often serves as the Co-Host per the Online Guidelines. Co-Hosts can be added (Per the attendance size) as it shall be at the Hosts discretion.
3. The Groups/Meetings shall provide any necessary hybrid equipment.

VIII.

Amendments

1. Motions for Amendments to these Guidelines should be brought to an Online Meeting Subcommittee meeting, put on the agenda, and a written copy shall be submitted to the Online Meeting Chair and will be discussed in new business in the next Online Subcommittee Meeting.
2. Those Amendment approved shall be brought to RSC and be vetted by SSRNA RSC

IX.

Definitions/Key

1. **Keyholder:** Regional member who has the numbers (keys) needed to change deep settings.
2. **Passwords and Settings** shall only be shared with the Online Meetings Chair , Online Meeting Vice Chair and Online Meeting Hosts ONLY.
3. **Host:** Has passwords and is able to open meeting rooms and change general settings per the Groups Conscience.
4. **Co-Host:** (The Secretary) Able to assist the host, help with the waiting room, and other light admin duties during meetings (chat, bombers, etc). In case the Host loses connection or gets “booted” from the meeting, the whole meeting won’t end; the “Host” position is transferred to the Co-Host who can redesignate the Host position or take it back when the official Host returns.
5. **Secretary:** Designated by the group. Can be Co-Hosted at the Discretion of the Host
6. **Room:** (Zoom) room (Id #) where the meeting is held.
7. **Online Meeting/Group:** the meeting that takes place in a Provider (Zoom) format room