

LOS GATOS HOME GROUP GUIDELINES

Purpose and Function

In order to more effectively carry the message of recovery, the Los Gatos Home Group developed these guidelines, which represent the experience, strength, and hope of Home Group Members. All current Home Group Members are encouraged to read and abide by our guidelines to continue the group's ability to carry the message.

This group adheres to the *Twelve Steps*, *Twelve Traditions of Narcotics Anonymous*, and *Twelve Concepts for NA Service*. This group uses *A Guide to Local Service* as its guide to service unless otherwise set forth in these guidelines.

Format

The Los Gatos Home Group's meetings are held Monday through Sunday.
See Appendix B - LGHG Meeting Format

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM ONLINE	6:00 AM JFT (online only)	6:00 AM JFT (in-person + online)	6:00 AM JFT (in-person + online)	6:00 AM JFT (in-person + online)	6:00 AM JFT (In-Person +online only)	9:00 AM JFT/SPAD (in-person + online)	9:00 AM Spiritual Principles (online only)
AM IN PERSON	6:00 AM	6:00 AM	6:00 AM	6:00 AM	6:00 AM		
PM ONLINE	6:00 PM Speaker / Discussion	6:00 PM Speaker / Discussion		6:00 PM Speaker / Discussion	6:00 PM Speaker / Discussion	6:00 PM Speaker / Discussion	6:00 PM Speaker / Discussion
PM IN PERSON		6:00 PM Speaker Discussion	6:00 PM Speaker Discussion				6:00 PM Speaker Discussion

Home Group Member

No Trusted Servant is more important than the Home Group Member. The group cannot survive without the active participation of its members.

Requirements:

You are a Home Group member when you say you are. Home Group Members attend the monthly group conscience meetings to conduct the group's business.

Duties:

Each Home Group Member shall be vigilant in the preservation of the Home Group's guidelines. Each Home Group Member shall help maintain the atmosphere of recovery necessary to carry the message to the newcomer and still suffering addict.

Trusted Servants

A Trusted Servant is any recovering addict holding an elected position of the Los Gatos Home Group (hereafter referred to as LGHG.) Trusted Servants holding the position of Meeting Secretary are elected for a term of six months. All other positions are elected for a one-year term.

All Trusted Servants are required to attend the monthly group conscience meeting and be present for the entire group conscience meeting. Attendance will be taken at the beginning of the group conscience meeting. If a Trusted Servant misses three group conscience meetings in a six-month term, or five group conscience meetings in a one-year term, the Trusted Servant can be removed from their position. The group or group conscience meeting chairperson can wave these guidelines in special circumstances.

In the event that a Trusted Servant fails to perform the duties of the office or fails to make arrangements with the Treasurer when they cannot attend a group conscience meeting, the Trusted Servant will be automatically removed from the position.

Group Conscience Meeting Procedures

The group conscience meeting is held the 3rd Sunday of each month.

The Group Chairperson is responsible for conducting the monthly group conscience meeting. This meeting consists of the following:

1. Serenity prayer
2. 12 Concepts of NA Service
3. Roll call
4. New members/visitors/milestones
5. 7th tradition
6. Approval of prior Business Meeting Minutes
7. Chair report
8. GSR report
9. Literature report
10. Supplies report
11. Phone list coordinator report
12. Liaison report
13. Treasurer's report
14. Working Group reports
15. Old Business
16. Elections (to be held in February for all Elected Positions and in August for Meeting Secretaries)
17. Open Forum (discussion to generate motions in new business)
18. New Business
19. Updated Treasurer's report
20. Announcements

Business of the Home Group is conducted by consensus. During open forum or new business, any addict may bring forward a subject or concern. Any other addict may speak on the topic when the Business Meeting Chairperson recognizes them. After full discussion, a consensus is reached. Either a motion or no action taken may express the consensus.

For Old Business, New Business and Elections, voting is by Home Group members present at the group conscience meeting. In the spirit of group conscience, a simple majority vote is required for all motions except guideline changes. In addition, abstentions stand separately and if any vote results in one third or greater abstentions of the voting participants, the motion is automatically tabled until the next group conscience meeting.

All guideline changes require a two-thirds majority vote of Home Group members present at the group conscience meeting. After discussion, all motions to change LGHG Guidelines are automatically tabled for a vote until the next group conscience meeting.

Election Procedures

Nominations and elections occur in the same group conscience meeting. The position to be filled will have the requirements read before nominations and elections. Nominations will be opened and require a second. The nominee then can accept or decline the nomination. If a candidate accepts the nomination, they will qualify themselves and answer any questions posed by the group to demonstrate their ability to

perform the duties of the position. After a motion to close nominations has been seconded, the nominees leave the room for the vote. Nominees are elected by a majority of the Home Group Members participating in the vote. In the event of more than two nominees, if a majority is not reached by the first vote, a run-off election between the two nominees who received the most votes occurs. In the event a LGHG Member with the required clean time cannot fill a position, the group chairperson will appoint an experienced secretary to fill the position until the next group conscience meeting. The open position will be announced at meetings and elections held for the vacant position at the next group conscience meeting during old business.

In the case of the:

- **Group Chairperson Position**, a vote of acclamation is taken for the Vice Chairperson. If acclimated, the Vice Chairperson becomes the Group Chairperson.
- **Group Service Representative**, a vote of acclamation is taken for the Alternate GSR. If acclimated, the Alternate GSR becomes the GSR
- **Treasurer**, a vote of acclamation is taken for the Assistant Treasurer. If acclimated, the Assistant Treasurer becomes the Treasurer.

If the Vice Chairperson, the Alternate GSR, or the Assistant Treasurer is not voted into their new position, nominations are opened and the normal election process takes place. Duties for the new Trusted Servants begin after the election and continue until the next election for their respective positions. In the case where a Trusted Servant fails to fulfill the term of office, the group chairperson will appoint an experienced member to fill the position until the next group conscience meeting. The open position will be announced at meetings and elections held for the vacant position at the next group conscience meeting during old business.

Financial Operations

Prudent and responsible management of the group's financial resources safeguards the group's ability to carry the message of recovery. All financial resources are dedicated to this.

All 7th Tradition monies turned in to the Treasurer in cash need to be rounded to the largest dollar denomination. If paying the Treasurer by check, the Meeting Secretary is responsible for any charges incurred by the Treasurer for a check that bounces or is rejected by the bank. After one rejected check by a Meeting Secretary, the Meeting Secretary loses the privilege to pay by check.

LGHG maintains a general checking account, with the Group Chairperson, Treasurer, and Assistant Treasurer as signatories. Two signatures are required on a check and for withdrawal.

Twice every year, the Vice Chairperson, GSR, Treasurer, and Assistant Treasurer will perform a 6 month financial audit and validate the previous LGHG Treasurer's Reports, including LGHG Meeting Secretary Reports, bank statements, online donation tracking from both PayPal and Venmo, and receipts per the following schedule:

Audit report	Audit time period	Audit performed between
July group conscience meeting	December through May	June 1 and July group conscience meeting
January group conscience meeting	June through November	December 1 and January group conscience meeting

Following the audit, a report shall be drafted that documents audit attendees, date/time, findings of the audit, and suggestions as they apply to that audit or the audit process in general. The audit report shall be sent to the Chairperson and the Business Meeting Recording Secretary for distribution to the trusted servants prior to the group conscience meeting

Following elections in February, the new Treasurer shall update the new co-signers on the LGHG bank account. This process includes:

- Securing a letter from the Group Recording Secretary to the bank stating the incoming co-signers to be added to the account and the outgoing co-signers to be removed from the account.
- Meet at the bank with the newly elected co-signers (Group Chairperson, Treasurer, and Assistant Treasurer.)
- Update the bank contact information to include phone number, address, and social security numbers. Each co-signer is required to submit two forms of identification.

Prudent Reserve

The group's operating prudent reserve is \$2,500.00. The group's activities fund of prudent reserve is \$500.00 and is replenished through activities. Decisions on the use of activities funds are determined by group conscience, including excess funds.

Seventh Tradition

The Seventh Tradition is the sole source of funds for the group. After payment of all group costs, the remaining balance in excess of the prudent reserve is donated monthly as follows:

- 50 percent to the Greater San Jose Area Service Committee
- 25 percent to N.A. World Services, Inc.
- 25 percent to the Northern California Region of N.A.

Misappropriation of Funds

Each Trusted Servant is entirely responsible for any group funds or materials that may be entrusted to them. If the Trusted Servant holding the position of Meeting Secretary does not make arrangements to turn in his or her 7th Tradition and literature money, prior to the group conscience meeting, he/she is immediately removed from their position.

In the event of misplacement or theft, the Trusted Servant must repay the group within 30 days. If the repayment is not made, the Trusted Servant is removed from their position.

LGHG Service Positions

General Requirements (for all elected positions)

1. Willingness, time and desire to serve.
2. Familiar with the Twelve Steps and Traditions of Narcotics Anonymous.
3. Active participation in the group they serve.
4. Attends all group conscience meetings.
5. Complete abstinence as defined by NA is a requirement. Anything other than complete abstinence constitutes an automatic resignation from any elected position.
6. All reports are due no less than 48 hours in advance of any group conscience meeting.
7. Further requirements are stipulated under each description.

Group Chairperson

Requirements:

1. Fulfills all general requirements.
2. Minimum of 2 years clean.
3. Ability to effectively direct the group conscience meeting, keeping it focused and flowing.

Duties:

1. Attends all group conscience meetings.
2. Arranges the agenda for the group conscience meeting.
3. Presides over monthly group conscience meetings.
4. Addresses individual circumstances, which may affect the group as they arise.
5. Acts as liaison to other group's trusted servants.
6. Appoints an experienced member to cover secretaries should the group be unable to fill the position.
7. Co-signer on LGHG bank account.

Vice Chairperson

Requirements:

1. Fulfills all general requirements.

2. Minimum of 1 year clean
3. Ability to effectively perform orientation for secretaries after elections.
4. Ability to effectively direct the group conscience meeting, keeping it focused and flowing.

Duties:

1. Attends all group conscience meetings.
2. Arranges and conducts new secretary orientations. (Orientations to follow group conscience meetings after any election.)
3. Performs Group Chairperson duties in the absence of the Chairperson.
4. Secretaries meetings should the group be unable to fill a position.
5. Prior to the group conscience meeting in January and in July, leads the audit of the treasury records and presents the audit reports to the respective group conscience meetings (see Financial Operations).

Treasurer

Requirements:

1. Fulfills all general requirements.
2. Minimum of 3 years clean.
3. Ability to effectively manage the group's funds.
4. Ability to work in tandem with the Assistant Treasurer.
5. Access to a computer in order to maintain and provide soft and hard copy records.
6. Proficient in spreadsheet software.

Duties:

1. Provides the group with written financial reports, reconciled bank statements, and presents a treasury report at the group conscience meeting. Emails the recording secretary and Chair a copy of the treasurer's report no less than 48 hours before the Group Conscience meeting so it can be sent to all trusted servants and kept for meeting records. Gives the GSR a copy for inclusion in the group information binder.
2. Holds the group's prudent reserve, and activities fund using the LGHG bank account.
3. Pays all group bills.
4. Provides checks to the Group Service Representatives each month for literature purchase and donation to the ASC.
5. Collects all monies from meeting secretaries and balances the collected funds with Meeting Secretary Reports, and deposits all monies within 72 hours of the group conscience meeting.
6. Co-signer on LGHG bank account.
7. Maintains an archive of treasurer's reports for three years.
8. Prior to the group conscience meeting in January and in July, participate in the audit of the treasury records and be prepared to assist with answering questions from the group that arise from the presented audit reports (see Financial Operations).

See Appendix D – LGHG Meeting Secretary Report

Assistant Treasurer

Requirements:

1. Fulfills all general requirements.
2. Minimum of 2 years clean.
3. Ability to effectively manage the group's funds.
4. Ability to work in tandem with the Treasurer.
5. Access to a computer in order to maintain and provide soft and hard copy records.
6. Proficient in spreadsheet software.

Duties:

1. Verifies the Meeting Secretary's calculations on the Meeting Secretary Reports.
2. Recounts money collected from the Meeting Secretaries at the group conscience meeting and maintains a duplicate record.
3. Prior to the group conscience meeting in January and in July, participate in the audit of the treasury records and be prepared to assist with answering questions from the group that arise from the presented audit reports (see Financial Operations).
4. Co-signer on LGHG bank account.
5. In the absence of the Treasurer, performs the duties of the Treasurer.

See Appendix D – LGHG Meeting Secretary Report

Group Service Representative (GSR)

Requirements:

1. Fulfills all general requirements
2. Minimum of 1 year clean.
3. Ability to effectively act as a liaison between the group and the ASC.

Duties:

1. Attends all group conscience meetings.
2. Attends the ASC on a monthly basis.
3. Carries the group's conscience to the ASC.
4. Reports information collected at the monthly ASC to the monthly group conscience meeting.
5. Turns in LGHG donation to the ASC Treasurer.
6. Prior to the group conscience meeting in January and in July, will participate in the audit of the treasury records and will need to be prepared to assist with answering questions from the group that arise from the presented audit reports (see Financial Operations).
7. Maintains the group information binder, which includes the GSR report, Treasurer's report, group conscience meeting minutes, and event fliers.
8. In the absence of the Alternate GSR, you will inventory the group's literature and place the order for new literature at ASC.

See Appendix C - LGHG GSR Helpful Hints

Alternate Group Service Representative (Alt. GSR)

Requirements:

1. Fulfills all general requirements.
2. Minimum of 6 months clean.
3. Ability to effectively act as a liaison between the group and the ASC in the absence of the GSR.

Duties:

1. Attends all group conscience meetings.
2. Attends the ASC on a monthly basis.
3. Acts as an apprentice to the GSR in order to learn the responsibilities of the GSR position.
4. Inventories the group's literature and places orders for new literature at the ASC.
5. Performs all GSR duties in the absence of the GSR.

See Appendix C - LGHG GSR Helpful Hints

Recording Secretary

Requirements:

1. Fulfills all general requirements.
2. Minimum of 1 year clean.
3. Access to a computer and internet in order to maintain and provide records.
4. Proficient in pertinent software (Google Drive and related apps).

Duties:

1. Attends all group conscience meetings.
2. Keeps accurate minutes of the group conscience meeting, takes attendance, and sends minutes out to the group's trusted servants.
3. Maintains the Trusted Servants spreadsheet and Google Mail distribution list.
4. Sends group emails at the request of the Chair, Vice Chair, or Facility Liaisons.
5. Maintains and updates the LGHG guidelines if there were motions that were approved. Email the final version, including appendices, to the trusted servants list.
6. Prepares for elections, confirms votes with Group Chairperson, records contact information for newly elected trusted servants, and provides copies of the secretary procedures.
7. Maintains all LGHG archives and files on Google Drive, and performs correspondence duties.
8. Electronically prepares the Bank Signatories Memo after the February group conscience election.

See Appendix E – LGHG Recording Secretary Checklist

Assistant Recording Secretary

Requirements:

1. Fulfills all general requirements.
2. Minimum of 6 months clean.

3. Access to a computer and internet in order to maintain and provide copy records.
4. Proficient in pertinent software (Google Drive and related apps).

Duties:

1. Attends all group conscience meetings.
2. Assists the Recording Secretary with tasks at their direction.
3. Backs up the Recording Secretary when absent.
4. Prepares the group announcements.
5. Ensures the Meeting Secretary materials (such as blank treasury reports, announcements, updated secretary procedures, and a trusted servant list) are available in the Google Drive.

See Appendix E – LGHG Assistant Recording Secretary Checklist

Supply Person

Requirements:

1. Fulfills all general requirements.
2. Minimum of 1 year clean.
3. Ability to cover costs of supplies until reimbursed by the Treasurer.
4. Ability to transport supplies to the LGHG facility.

Duties:

1. Keep inventory of all supplies
2. Purchase supplies when inventory is running low.

Facility Liaisons

The LGHG recommends that there are at least two active facility liaisons during the given election period (March through February).

Requirements:

1. Fulfills all general requirements.
2. Minimum of 1 year clean.
3. Ability to effectively communicate with the LGHG facility.

Duties:

1. Acts as the liaison between LGHG and the facility management contact, effectively communicating concerns, wants or needs between the two bodies.
2. Notifies the Group Chairperson in a timely fashion of any sensitive issues brought up by facility contact(s), LGHG members or the public.
3. Obtains the rent invoice in advance of the group conscience meeting and ensures the rent is paid in a timely fashion.
4. Maintains the group P.O. Box and pick up mail.

Phone List Coordinator

Requirements:

1. Fulfills all general requirements.
2. Minimum of 1 year clean.
3. Access to a computer.
4. Proficient in spreadsheet software.

Duties:

1. Updates phone list regularly.
2. Contact all members on the phone list twice a year for accuracy of phone number and clean date (must have at least six months clean.)
3. Keeps LGHG stocked with hard copy phone lists.
4. Provides the recording secretary with a soft copy of the phone list for archives.

Meeting Secretary

Requirements:

1. Fulfills all general requirements.
2. Minimum of 6 months clean.
3. Ability to effectively facilitate the regular meetings.

Duties:

1. Follows the **LGHG Meeting Secretary Procedures** for in-person and online meetings, and follows the secretary procedure at lghg.org for online meetings.
2. Maintains an atmosphere of recovery and order during the meeting, keeping it focused and flowing.
3. Attends all group conscience meetings and arrives one half hour early in order to turn in 7th tradition and literature money to the treasurer. Trusted Servants are responsible *for making arrangements* to turn in the 7th tradition before the group conscience meeting.
4. Takes direction from the group conscience meeting concerning changes to the regular meeting formats.
5. Find chairpersons (when applicable) who carry a clear message of recovery in Narcotics Anonymous, preferably someone who does not regularly attend LGHG.
6. Maintains the Group Treasurer's Report.

See Appendix A – LGHG Meeting Secretary Procedures, Appendix B - LGHG Meeting Format, and Appendix D – LGHG Meeting Secretary Report

In-person Meeting Secretary Co-host

Requirements:

1. Fulfills all general requirements.
2. Minimum of 6 months clean.
3. Ability to effectively facilitate the regular meetings.

Duties:

1. Helps the meeting secretary set up and close in-person and online meetings.
2. Follows the **LGHG Meeting Secretary Procedures** for in-person meetings.
3. Greets members and newcomers.
4. Helps the secretary make sure that attendees abide by the policies of the facility (such as no smoking, no pets, doors are locked, and so on.)

See Appendix A – LGHG Meeting Secretary Procedures

Online Meeting Host (not an elected position, 9 positions max)

Requirements:

1. Fulfills all general requirements.
2. Minimum of 6 months clean.
3. Ability to effectively facilitate online meetings on the Zoom platform.
4. Access to and proficiency with a computer (must have video and sound capabilities).

Duties:

1. Start the meeting 15 minutes early for fellowship.
2. Monitor the meeting waiting room
3. Assign Zoom co-host role to secretary and co-host (if needed).
4. Unmute and mute readers and sharers during the meeting.
5. Lower hands after sharing.
6. Be ready to turn off video when there is inappropriate content (undressed, vaping, etc.).
7. Be ready to remove addicts if they are disruptive or offensive or remove meeting "bombers."
8. If the meeting does not have a co-host, also perform co-host duties.
9. Keep the meeting open 15 minutes afterward for fellowship.
10. Capture the chat transcript with attendance sheet validation requests and email to the attendance validator.

Online Meeting Co-host (not an elected position, not required by all meetings)

Requirements:

1. Fulfills all general requirements.
2. Minimum of 3 months clean.
3. Ability to effectively facilitate online meetings on the Zoom platform.
4. Access to and proficiency with a computer (must have sound capabilities).

Duties:

1. Display meeting readings.
2. Time each speaker and play chime after allotted time.
3. Send chat announcements to the chat room during the meeting.

4. Monitor the chat room for messages that need a response and respond as necessary.
5. Inform the host immediately if inappropriate content is displayed.

Online Host coordinator

Requirements:

1. Fulfills all general requirements.
2. Minimum of 6 months clean.
3. Access to and proficiency with a computer.

Duties:

1. Manage and track host and co-host positions for online meetings.
2. Find a substitute if a host or co-host is unable to make a meeting.
3. Recruit new hosts and co-hosts.
4. Periodically update the Recording Secretary with the latest trusted servants.

Online Host trainer

Requirements:

1. Fulfills all general requirements.
4. Minimum of 6 months clean.
5. Access to and proficiency with a computer.

Duties:

1. Train new hosts and co-hosts.
2. Partner new hosts with experienced hosts and support them as they learn.

Attendance sheet validator

Requirements:

1. Fulfills all general requirements.
2. Minimum of 6 months clean.
3. Access to and proficiency with a computer.

Duties:

1. Receive chat transcript from host by email.
2. Scan for messages requesting meeting attendance verification.
3. For each request, send an email from nainplace.attendance@gmail.com to the attendee by using the template.

Web servant

Requirements:

1. Fulfills all general requirements.
2. Minimum of 6 months clean.
3. Access to and proficiency with a computer and website tools.

Duties:

1. Maintain <http://lghg.org>.
2. Ensure the lghg.org domain is active.
3. Update the website, secretary script and announcements within 48 hours of receiving the minutes from the LGHG group conscience meeting.
4. Request reimbursement for costs associated with Zoom platform and the website.

List of LGHG Appendices

- Appendix A - LGHG Meeting Secretary Procedures***
- Appendix B - LGHG Meeting Format***
- Appendix C - LGHG GSR Helpful Hints***
- Appendix D - LGHG Meeting Secretary Report***
- Appendix E – LGHG Recording Secretary Checklist***

LGHG Meeting Secretary Procedures

Entering the building

- The Monday night meeting is in the Choir room in the same hall as the office. All other meetings are in the Fireside room across from the main sanctuary. It's easiest to enter the Fireside room from the wood exterior door.
- The lock box is attached to the right aluminum-framed door of the annex. It contains keys to the doors and the supply cabinet in the Fireside room.
- Secretaries are provided the code _____ when they are appointed. Remember that only active meeting secretaries should possess the code.
- The key with an R opens Ross Hall only. If you enter Ross Hall, do not leave it unlocked. IT MUST always remain locked.
- Contact a Facility Liaison if you lose the key.

Keeping our meeting place

- Ensure all meeting participants adhere to the church and home group rules stated in the meeting format. (No smoking, no candles, appropriate behavior, no drugs or alcohol on church property.)
- Do not allow non-service animals. The Insurance provider for NorCAL NA does not cover animals. When it is not obvious what service an animal provides, there are two questions that can legally be asked.
 1. Is the dog a service animal required because of a disability?
 2. What work or task has the dog been trained to perform?
- Get help with disruptive members, members not conducting themselves appropriately for a church facility, or those not adhering to church rules. Follow the guidance for disruptive behavior IP:
 1. Get help from a few experienced members to take the person outside and explain what's not appropriate in a loving way.
 2. Temporarily suspend or end the meeting if the member refuses to comply.
 3. If any member is endangered, call for help from the police.

Meeting room setup (meeting cohost)

- Arrive 15 minutes before the meeting time to set up the meeting. Get supplies from the cabinet in Ross Hall.
- [Hyrid] Set up the room equipment and connect to Zoom.
 - *FaithGuest, password 12345678*
 - *(Alternate) Faith Office, password 16548 Ferris*
- Be sure to fill the creamer and sugar containers at the beginning or the end of the meeting. When supplies are low, let the Supply Person know.
- Set up chairs and take tables down if needed. Extra chairs are in Ross Hall. If you enter Ross Hall, immediately relock the door.
- In the Fireside room, put the LGHG banner over the fireplace and roll it up when you take it down at the end of the meeting.

Running the meeting

- **If for some reason you are unable to secretary your meeting, it is your responsibility to get someone who is a current LGHG trusted servant to cover your meeting. Let the business chairperson know. If you cannot get coverage, the chair can appoint an experienced member.**
- Start and end the meeting on time.
- Pass out readings and ask for volunteers in the room and [hybrid] online.
- Greet and start a phone list for the newcomer. If you need help, get an assistant. [Hybrid] Phone lists are not provided online. Members can share their number in the chat.
- Books
 - Display a copy of each book. Books are for sale at cost. Do not sell display or book study books.
 - If you sell or donate a book, **record the sale by writing down the name of the book in the Meeting Secretary's monthly log.** Book prices are at the bottom of the monthly log.
 - Ask someone to collect book study books before the meeting ends.
- Use the meeting format and announcements that are provided. The group conscious has approved both. If the format doesn't say it, *neither do you*. The announcements should only be altered by the Recording Secretary.
- Chair people are to carry a clear message of Narcotics Anonymous, and use the appropriate language.
- It is your responsibility to run the meeting. Discourage all cross talk. Gently enforce time limits on speakers.
- [Hybrid] Ask the host if hands are raised and alternate appropriately. The host will time the speakers.
- If the room is getting full, please ask those attending to make room for over low and prevent people from blocking the doorway. Do not exceed the room capacity. The Fireside room capacity is 65. We can spill over into the sanctuary annex.
- Stamp the meeting slips. If you are asked for a phone number, put the number of the NA phone line (408) 998-4200. Should someone not pick up his or her meeting slip, stick it in the meeting secretary's binder. [Hybrid] Host will provide the validation.
- When your commitment is over, train the incoming secretary at their first meeting and chair out if it is a speaker meeting.

Meeting room cleanup (cohost)

- Clean everything up afterward. Take home extra food. Take out the trash and check for spills or trash or on the floor.
- Lock up equipment in the cabinet in Ross Hall.
- Signage and other large items can be stored behind the piano.
- Turn off the lights and lock doors. Firmly close the aluminum-framed doors from the inside and exit through the wood door.
- On Wednesday, you must vacate in time for the AA meeting that starts setting up at 7:15 p.m. Please ask all attendees to vacate.
- Put tables back up. Do not place chairs against the wall.

Group conscience meeting

- **You are responsible for attending all group conscience meetings and for turning your money in at that time. Secretaries must arrive 30 minutes early to turn in money.**
- When turning your money in, make sure you change all small bills up for larger bills. Also, please round up to the nearest dollar. Do not give the Treasurer change. You can send in the 7th tradition by Venmo or PayPal. Make checks payable to LGHG.
- **If you are unable to attend the group conscience meeting, it is also your responsibility to make prior arrangements to turn your money in to the Treasurer, or to have someone turn it in for you.** If this is not done prior to the group conscience meeting, you will be removed from your position. Please stay for the entire group conscience meeting.

Los Gatos Home Group Meeting Script

(Get volunteers to read the Readings)

Welcome to the Los Gatos Home Group meeting of Narcotics Anonymous.

My name is _____. I'm an addict, and the present secretary for this meeting.

Masks are recommended but not required. As a courtesy to others, please refrain from texting during the meeting and take phone calls outside. We ask that you not bring drugs or paraphernalia to meetings, do not smoke or vape anywhere on the premises, including the parking lot or sidewalk, and only trained service animals are permitted. This is for the protection of this group, this facility, and N.A. as a whole.

Restrooms are located through the sanctuary and down the hall. Children *must* be with you at all times.

After a moment of silence, those who wish may join us in the **Serenity Prayer**.

God, grant me the serenity to accept the things I cannot change;
The courage to change the things I can;
And, the wisdom to know the difference.

What is the Narcotics Anonymous Program?

NA is a nonprofit fellowship or society of men and women for whom drugs had become a major problem. We are recovering addicts who meet regularly to help each other stay clean. This is a program of complete abstinence from all drugs. There is only one requirement for membership, the desire to stop using. We suggest that you keep an open mind and give yourself a break. Our program is a set of principles written so simply that we can follow them in our daily lives. The most important thing about them is that they work.

There are no strings attached to N.A. We are not affiliated with any other organizations, we have no initiation fees or dues, no pledges to sign, no promises to make to anyone. We are not connected with any political, religious, or law enforcement groups, and are under no surveillance at any time. Anyone may join us, regardless of age, race, sexual identity, creed, religion, or lack of religion.

We are not interested in what or how much you used, who your connections were, what you have done in the past, how much or how little you have, but only in what you want to do about your problem and how we can help. The newcomer is the most important person at any meeting because we can only keep what we

have by giving it away. We have learned from our group experience that those who keep coming to our meetings regularly stay clean.

Are there any newcomers in their first 30 days who would like to introduce themselves by their first name only? Please announce your clean time, if you like. This is not to embarrass you, it is just so we may get to know you better. **(Write down names. Check for hands raised online.)**

Are there any first-time in-person visitors who would like to introduce themselves who have not done so already? **(Write down names.)**

**(Ask volunteers to read) Who Is an Addict / Why Are We Here / We Do Recover
How It Works / The Twelve Traditions**

An excerpt from our fourth tradition states,

It is also important to consider how we're viewed by society. When N.A. meetings first began in many places, it was illegal for addicts to meet under any circumstances. Even where meetings are legal, the public often views groups of addicts with alarm. Until N.A. has established a good public reputation, it may be difficult for addicts to find meeting places. If our behavior as N.A. members is still destructive and selfish, we will once again have difficulty meeting openly. We help protect our reputation as a fellowship when we use our meeting facilities with respect, keeping them clean and in good repair. We should take care to act like good neighbors, conducting ourselves respectfully. If the public reputation of Narcotics Anonymous is somehow impaired, addicts may die.

[Second Sunday 6 p.m. CHIP NIGHT]

Tonight is chip night. The meeting will be extended by 15 minutes. Tonight our chipmunk is _____.

[All other meetings and Sunday 6 p.m. NON CHIP NIGHT]

If you want to pick up a medallion or key tag in-person with this group, we celebrate milestones in recovery the second Sunday of the month at the 6 p.m. meeting.

Has anyone recently celebrated a recovery milestone? (Listen for names)

(Read the approved home group announcements)

(Select one meeting type below)

[Speaker / Discussion]

This is a one-hour speaker/discussion meeting. The speaker will share for 10 to 15 minutes. Tonight our chairperson is _____.

[JFT]

This is a one-hour *Just for Today* meeting. A volunteer will read today's *Just for Today*, share for 10-15 minutes, and then the meeting will be opened for volunteers to share. May I please have a volunteer come up and read *Just for Today*?

[Revolving format]

This is a one-hour revolving format meeting. This week [introduce speaker, choose literature, choose topic] and then the meeting will be opened for volunteers to share.

[Book Study]

This is a one-hour book study meeting. The group will read a piece of NA literature, and then the meeting will be opened for volunteers to share.

(Pass the basket before sharing or discussion.)

We will now practice our Seventh Tradition. The money collected pays the rent, pays for online costs, buys literature, and supports the fellowship of Narcotics Anonymous worldwide.

Place your attendance sheets in the basket, and they will be signed and ready for you after the meeting.

At this meeting, only one person speaks at a time. We do not engage in dialog or debate. If you have used in the last 24 hours, please refrain from speaking at meeting level and someone like myself will be glad to speak with you after the meeting.

Please limit your share to 3-5 minutes to allow as many people as possible a chance to share.

I will now turn the meeting back over to our chairperson | the group.

(Close the meeting.)

In closing, here are some suggestions that work for us:

- Go to ninety meetings in ninety days.
- Get a sponsor, if you do not know what one is, you can see me or ask someone after the meeting.
- Read some N.A. literature every day.
- Get involved in service.

Most important keep coming back.

(Thank the chairperson.)

(Welcome the newcomers and visitors, if any by name.)

A reminder: Please wait to smoke until you leave. Do not smoke or vape anywhere on the premises.

Can I have a volunteer to read *Just for Today?*

Ask someone to close with the *Third Step Prayer*.

LGHG GSR Helpful Hints

The Greater San Jose Area Service Committee (ASC) meeting is held the 4th Wednesday of every month at 6:30 PM. (See <https://www.sjna.org/subcommittee-meetings/> or meeting guide for location.)

Before the ASC meeting begins...

New GSR Orientation

The New Group Service Representative (GSR) Orientation is held at 6:00 PM prior to the ASC meeting.

Literature Order – Alternate GSR

Upon arrival of the ASC meeting, place the home group's literature order. The literature committee will take your order form and give you a number. This number is your place in line to pick up and pay for your order after the ASC meeting. Literature cannot be picked up prior to the completion of the ASC meeting.

ASC Donation

Next, give the treasurer the home group's ASC donation. You will be given a receipt. Give the receipt to the home group's treasurer for their records.

*instruct LGHG GSR to, on a monthly basis, move to the GSJANA to donate up to 10% of the area's treasury funds total above prepaid & prudent reserves to the Northern California region of NA to assist in the funding and function of this entity.

Written Reports

Written reports and announcements are located on the table in the back of the ASC meeting room. Pick up one report from each ASC member giving a verbal report. Many of the subcommittee chairs arrive after the ASC meeting has started, and pass out their reports during the meeting.

Announcements

Announcements are also located on the back table. Pick up announcements and other area meeting guides. Use your judgment on the number of announcements to pick up. Many times there is only enough for one announcement for each group. Occasionally, there is mail for each group (The NA Way Magazine, etc.). Be sure to pick this up as well.

During the ASC Meeting...

The ASC meeting follows an agenda that is either mailed or emailed with the minutes from the previous ASC meeting to all GSRs and interested parties. The majority of the ASC meeting consists of verbal and written reports from the various ASC administration, subcommittee, and working group members. Highlight or make notes during each report as to what you think your home group will find important. Also, make a note of what positions are open and these are to be added to the announcements read at the beginning at each meeting.

Take notes on what is said during open forum to add to your GSR report. Take notes on all motions under new and old business. Pay close attention to any motions that are sent back to the groups to vote on. At the next ASC, you will need to vote the conscience of your home group.

After the ASC Meeting...

Literature Order – Alternate GSR

Pick up and pay for the literature after the ASC meeting (LGHG Treasurer provides a check to GSR which is used to pay for literature) the ASC literature committee will give you a receipt. Prior to the next home group meeting, check the literature received against the literature order form. If we received literature that we did not pay for or we were charged for literature that we did not receive, then call or

email the literature chair to inform them of the discrepancy. (Meeting guides and literature order forms are free.) Give receipt to LGHG Treasurer with a note confirming the order was filled correctly or status of any discrepancy.

Back at the Home Group...

At the next home group meeting, bring the group's literature and stock it accordingly. – **Alt. GSR**

Update the meeting lists. Replace last month's with the new ones you received at the ASC.

Update your announcements. Get rid of the outdated ones and add the new ones to your GSR report.

At the Next Business Meeting...

Be prepared to give your report on the ASC meeting. Your report should consist of **highlights** from each report presented at the previous ASC meeting, topics under open forum, any motions voted on at the ASC, any new motions to be voted on by the home group, and anything else that you think is noteworthy. Make sure that any motions to be voted on by the home group are brought up under new business at the home group's business meeting. When these motions are brought up at the next ASC, vote the group's conscience.

Give the home group's treasurer the literature receipt and the donation receipt.

One week prior to the next ASC...

The amount of literature has to be inventoried. Using a blank literature order form, mark down what needs to be purchased. We keep 5 of each book in stock, at least 10 of each IP and key tag, and at least 3 medallions. Total up the dollar amount of the order and call the Treasurer and give the amount of the order

One or two days before the next ASC...

The treasurer will mail you two checks, one for the literature order, and the other for the home group's donation to the ASC.

Communication is the Key!

If you cannot attend a business meeting, and/or the ASC meeting, then you must contact the Alternate GSR to take your place during those times. If the Alternate GSR is unavailable to take your place, then contact the Business Meeting Chair of the home group. If you have any questions, reach out to home group member(s) such as the Chairperson, Vice Chairperson, Treasurer, or prior GSR. Help is available. *"A closed mouth doesn't get fed"*

LGHG Meeting Secretary Report

Month					Day/Time				
Secretary					Phone				
Date:		Chair Person:			Attendance:				
Newcomers:		Visitors:		Milestones:		7th Tradition		Literature	
						Starting Bal		Starting Bal	
						Collection		Collection	
						Sent to Venmo <input type="checkbox"/>		Sent to Venmo <input type="checkbox"/>	
						Sent to PayPal <input type="checkbox"/>		Sent to PayPal <input type="checkbox"/>	
						Ending Bal		Ending Bal	
Date:		Chair Person:			Attendance:				
Newcomers:		Visitors:		Milestones:		7th Tradition		Literature	
						Starting Bal		Starting Bal	
						Collection		Collection	
						Sent to Venmo <input type="checkbox"/>		Sent to Venmo <input type="checkbox"/>	
						Sent to PayPal <input type="checkbox"/>		Sent to PayPal <input type="checkbox"/>	
						Ending Bal		Ending Bal	
Date:		Chair Person:			Attendance:				
Newcomers:		Visitors:		Milestones:		7th Tradition		Literature	
						Starting Bal		Starting Bal	
						Collection		Collection	
						Sent to Venmo <input type="checkbox"/>		Sent to Venmo <input type="checkbox"/>	
						Sent to PayPal <input type="checkbox"/>		Sent to PayPal <input type="checkbox"/>	
						Ending Bal		Ending Bal	
Date:		Chair Person:			Attendance:				
Newcomers:		Visitors:		Milestones:		7th Tradition		Literature	
						Starting Bal		Starting Bal	
						Collection		Collection	
						Sent to Venmo <input type="checkbox"/>		Sent to Venmo <input type="checkbox"/>	
						Sent to PayPal <input type="checkbox"/>		Sent to PayPal <input type="checkbox"/>	
						Ending Bal		Ending Bal	
Date:		Chair Person:			Attendance:				
Newcomers:		Visitors:		Milestones:		7th Tradition		Literature	
						Starting Bal		Starting Bal	
						Collection		Collection	
						Sent to Venmo <input type="checkbox"/>		Sent to Venmo <input type="checkbox"/>	
						Sent to PayPal <input type="checkbox"/>		Sent to PayPal <input type="checkbox"/>	
						Ending Bal		Ending Bal	
Date:		Chair Person:			Attendance:				
Newcomers:		Visitors:		Milestones:		7th Tradition		Literature	
						Starting Bal		Starting Bal	
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						Sent to PayPal <input type="checkbox"/>		Sent to PayPal <input type="checkbox"/>	
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Date:		Chair Person:			Attendance:				
Newcomers:		Visitors:		Milestones:		7th Tradition		Literature	
						Starting Bal		Starting Bal	
						Collection		Collection	
						Sent to Venmo <input type="checkbox"/>		Sent to Venmo <input type="checkbox"/>	
						Sent to PayPal <input type="checkbox"/>		Sent to PayPal <input type="checkbox"/>	
						Ending Bal		Ending Bal	
Intro to NA	Basic Text	JFT	Living Clean	It Works	SPAD	Step Working Guide	Sponsorship	In Times of Illness	Guiding Principles
\$3.00	\$16.00	\$12.75	\$13.75	\$12.75	\$15.50	\$12.00	\$11.50	\$4.00	\$15.50

LGHG Group Conscience Recording Secretary Checklist

March 6, 2020

Sign on to Gmail to send and receive group email and to access LGHG Business documents.

Gmail: Los.Gatos.Home.Group@gmail.com

Password: xxxxxx

Group list: **LGHG Trusted Servants**

Maintaining Files

Go to Google Apps  > Drive.

To keep the files in MS Office format, it is best to download the files, update them, and upload files back to the drive.

Before the Group Conscience Meeting:

- **Announcement sheets:** Update the month and print three copies
- **Meeting Secretary Treasury Report:** Print 20 copies (They are located in the Guidelines and Templates folder, Appendix D)
- **Meeting Minutes:** If not already done, finalize the group conscience meeting minutes from the previous month, send them out to **LGHG Trusted Servants**, and make two copies (one for you and one for the chair). Also start a file for the new month so you are ready to take notes.
- **Guidelines:** Update guidelines if there were motions that were approved. Be sure to date the revisions. Email the final version, including appendices, to the trusted servants list. Bring three hardcopies to the group conscience meeting for members who do not have email. (They are located in the Guidelines and Templates file.)
- **Elections:** To prepare for elections, start a fresh trusted servant list and blank out the rows for the elections taking place. Use this sheet to have new trusted servants provide their information. Also print several copies of the meeting secretary procedures for the vice chair to use to train new secretaries.

During the Group Conscience Meeting:

- Conduct role-call and update the attendance table.
- Read the meeting minutes from last month.
- Take notes for this month's meeting minutes.
- Finalize the announcements and put the sheets in the binders. You can also do this online and print out the announcements later.
- If there are any elections, get the contact information for the trusted servant.

After Elections

- **Trusted Servants List:** After any new election, do the following:
 - Update the trusted servants list and upload the file to the Drive.
 - Go to Google Apps > Contacts and add new contacts. Add the label **LGHG Trusted Servant** to their contact card. Remove the label from outgoing trusted servants.
 - Print a couple of copies and bring them to the next group conscience meeting for members who do not have email and put copies in the secretaries' binder.
- **Bank Signatories Memo:** After the February group conscience election, update the bank memo with the incoming and outgoing trusted servants. Give the treasurer a signed copy of the memo, a copy of the February meeting minutes, and the new trusted servants list.
- **Guidelines:** After each election, email LGHG Guidelines, including appendices, to the trusted servants list.

After the Group Conscience Meeting:

- Finish drafting the meeting minutes and send out the minutes and the trusted servant list (if updated) to the **LGHG Trusted Servant** list.

Chipmunk Format

March 13, 2023

Hello, My name is _____, and I'm an addict.

In Narcotics Anonymous, we celebrate lengths of clean time with key tags and medallions. When you receive your chip tonight, please come up front, get a hug, tell us your first name, clean date, and clean time.

Okay, let's start with the white, welcome key tag. Is there anyone under 30 days clean?

Is there anyone celebrating...

30 days, 60 days, 90 days, 6 months, 9 months, one year, 18 months,

2 years, 3 years, 4 years, 5 years, 6 years, 7 years, 8 years, 9 years,

10 years, 11 years, 12 years, 13 years, 14 years, 15 years, 16 years, 17 years, 18 years, 19 years,

20 years, 21 years, 22 years, 23 years, 24 years, 25 years, 26 years, 27 years, 28 years, 29 years,

30 years, 31 years, 32 years, 33 years, 34 years, 35 years, 36 years, 37 years, 38 years, 39 years

Anyone celebrating more than 40 years?

CONGRATULATIONS TO EVERYONE!!!