Los Gatos Home Group Guidelines

Purpose and Function

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.

Frequency and Format

The Los Gatos Home Group's meetings are held Sunday through Saturday. Please see the LGHG.org for current meetings. Meetings are added and removed by Group Conscience.

For the approved format, see **APPENDIX B - LGHG MEETING FORMAT**.

Home Group Members

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

Requirements for Home Group Members

You are a Home Group member when you say you are. It is highly encouraged that Home Group members attend the monthly Group Conscience Meeting.

Duties of a Home Group Member

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.

Home Group 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 more than two group conscience meetings in a six-month term, or

more than four 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 waive these guidelines in special circumstances.

Group Conscience Meeting Procedures

The group conscience meeting is held the Sunday following the Greater San Jose Area Service Committee meeting.

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. In person Phone list coordinator report
12. Online Phone list coordinator report
13. Facility Liaison report
14. Treasurer's report
15. Online Host Coordinator report
16. Working Group reports
17. Elections (See Election Procedures)
18. Open Forum (discussion to generate motions in new business)
19. Old Business
20. New Business
21. 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.

If in advance of the group conscience meeting you know you are going to be bringing a new motion, please make every effort to type your motion and send it to the Recording Secretary prior to the group conscience meeting.

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 further discussion and /or a vote until the next group conscience meeting. Changes to the Appendices do not need to be tabled.

The group conscience meeting should be completed in 90 minutes. If elections take the majority of the meeting, the group will skip open forum and new business unless it is urgent.

Election Procedures

Prior to all elections, the Fourth Concept of Service will be read.

Elections are held as follows:

- February and August - In-person meeting secretaries
- March and September - All Online secretaries
- September - All other Online LGHG service body Election Positions
- February - All other LGHG service body Election Positions

Nominations and elections occur in the same group conscience meeting. The position to be filled will have the general requirements and position 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 occur. In the event a LGHG Member with the required clean time cannot fill a position, the group chairperson will appoint an experienced trusted servant to fill the position until the next group conscience meeting. In between group conscience meetings, if the need arises, the Chair may appoint a trusted servant to cover any vacant positions until the next group conscience meetings. 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 acclimation 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.
- **Recording Secretary**, a vote of acclimation is taken for the Assistant Recording Secretary. If acclimated, the Assistant Recording Secretary becomes the Recording Secretary.
- **Web Servant**, a vote of acclimation is taken for the Assistant Web Servant. If acclimated, the Assistant Web Servant becomes the Web Servant.

If the Vice Chairperson, the Alternate GSR, Assistant Treasurer or the Assistant Recording Secretary is not voted into their new position, nominations are opened, and the normal election process takes place. Duties for the new Trusted Servants begin immediately 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.

If paying the Treasurer by check, the trusted servant is responsible for any charges incurred by the LGHG for a check that bounces or is rejected by the bank. After one rejected check by a trusted servant, the trusted servant loses the privilege to pay by check.)

LGHG maintains Venmo and PayPal accounts and also accepts checks.

LGHG maintains a general checking account, with the Group Chairperson, Treasurer, and Assistant Treasurer as signatories.

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 Venmo and PayPal, and receipts per the following schedule:

Audit report	Audit 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 responsible for any group funds or materials that may be entrusted to them. In the event of theft, they will be removed from their position.

LGHG Service Position Requirements

General and specific requirements follow.

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. All trusted servants are required to submit their reimbursement receipts monthly to ensure prompt payment.
8. 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 trusted servant to cover vacant positions 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. Assists Secretaries to find coverage for their meetings should the Secretary be unable to find a replacement.
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 and train the Assistant Treasurer.
5. Access to a computer in order to maintain and provide soft and hard copy records.
6. Proficient in spreadsheet and related 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.
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. Verifies and reconciles all monies from meeting secretaries and balances the collected funds with Meeting Secretary Reports.
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).
9. Advises the Chair and Vice Chair of any discrepancy in funds or if prudent reserve funds drop below 75%.
10. Treasurer periodically reviews and revises the Treasurer's report sheet for accuracy.

See

- **APPENDIX D –MEETING SECRETARY 7TH TRADITION REPORT**
- **APPENDIX G –TREASURER 'S INSTRUCTIONS**

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 to maintain and provide soft and hard copy records.
6. Proficient in spreadsheet and related software.

Duties

1. Verifies the Meeting Secretary's calculations on the Meeting Secretary 7th Tradition Reports.

2. Verifies and reconciles all monies from meeting secretaries and balances the collected funds with Meeting Secretary Reports.
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 –MEETING SECRETARY 7TH TRADITION REPORT**
- **APPENDIX G –TREASURER 'S INSTRUCTIONS**

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 monthly.
3. Carries the group's conscience to the ASC.
4. Summarizes and provides a written report of 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.
9. GSR is to bring a motion to ASC to donate funds to the Northern California Region (NCRSC) per the Area Service Committee guidelines.

***See* APPENDIX C - LGHG GSR HELPFUL HINTS**

Alternate Group Service Representative (Alt. 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 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 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. 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.
8. Maintains all LGHG archives and files on Google Drive, and performs correspondence duties.
9. 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 records.
4. Proficient in word processing and spreadsheet software (Google Drive and related apps).

Duties

1. Attends all group conscience meetings.
2. Assists the Recording Secretary with tasks at their request.
3. Backs up the Recording Secretary when absent.
4. Prepares the group announcements in the absence of the Recording Secretary.
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 at the request of the Recording Secretary.

***See* APPENDIX E – LGHG 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.
3. Turns in monthly receipts to the Treasurer for reimbursement.

Facility Liaisons

LGHG has 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 amount in advance of the group conscience meeting and ensures the rent is paid in a timely fashion by the Treasurer.
4. Maintains the group P.O. Box and picks up the mail.

In Person Phone List Coordinator

Requirements

1. Fulfills all general requirements.
2. Minimum of 1 year clean.
3. Access to a computer.
4. Experienced with spreadsheet software and text communication.

Duties

1. Updates phone list semi-annually in June and December.
2. Contact all members on the phone list twice a year by June and December 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.
5. Provides In-person Phone List Coordinator report monthly at GC meeting.

Online Phone List Coordinator

Requirements

1. Fulfills all general requirements.
2. Minimum of 1 year clean.
3. Access to a computer.
4. Experienced with spreadsheet software and text communication.

Duties

1. Updates online phone list semi-annually in June and December.
2. Contact all members on the online phone list twice a year by June and December for accuracy of phone number and clean date (must have at least six months clean.)
3. Distributes online phone list to members as requested.
4. Provides the Recording Secretary with a soft copy of the online phone list for archives.
5. Provides Online Phone List Coordinator report monthly at GC meeting.

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. Turns in 7th tradition and literature funds monthly according to the Meeting Secretary Procedures prior to the monthly 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 Meeting Secretary 7th Tradition Report.
7. Finds helpers to 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**
- **APPENDIX B – LGHG IN-PERSON MEETING FORMAT**
- **APPENDIX D – LGHG MEETING SECRETARY 7TH TRADITION REPORT**

Online Meeting Host (not an elected position)

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. Turn off video when there is inappropriate content (undressed, vaping,etc.).
7. 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.
11. If you are unable to fulfill your commitment for any reason, find a replacement from among the other hosts.

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.
6. If you are unable to fulfill your commitment for any reason, find a replacement from among the other hosts.

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.
5. Provide hosts and co-hosts with contact information for other trusted servants.
6. Train new hosts and co-hosts.
7. 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 1 year 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 updates from the Secretary after the LGHG group conscience meeting.
4. Request reimbursement for costs associated with the website.

Assistant Web servant

Requirements

1. Fulfills all general requirements.
2. Minimum of 1 year 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 updates from the Secretary after the LGHG group conscience meeting.
4. Request reimbursement for costs associated with the website.

List of LGHG Appendices