

NICOTINE ANONYMOUS

SUGGESTED GUIDELINES FOR CHAIRPERSON

Tradition Two

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.

Tradition Four

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

Qualifications

Each group decides how long a member ought to be abstinent before taking any position, as well as the length of the term of office. We suggest 3 to 6 months as the term of office. Some groups have a weekly or monthly sign-up sheet for chairperson where a member can sign up in advance for the week or month of their choice.

Duties and Responsibilities

The chairperson, with the help of other interested members, finds a meeting place that is acceptable. (Day, time, affordable, etc.)

The chairperson may also be the Secretary and Treasurer in the beginning, if the membership is small or lacks continuity.

The chairperson is responsible for arriving early to open the building if required, or setting up the meeting area with literature or other items, such as chairs, tables or refreshments. All members present should be encouraged to participate in setting up.

The chairperson opens and closes the meeting and conducts all parts of the meetings not assigned to others. Reward punctuality by starting on time! The chairperson schedules a speaker or solicits a topic for discussion. Assignments of the short readings (The Steps, Promises, etc.) can be made before the meeting.

The chairperson moderates a group conscience on matters, such as:

The format the group wants for meetings. Some format examples are: a speaker or topic discussion meeting, a step meeting once a month or anniversary celebrations (perhaps the first or last meeting of the month).

Decide on qualifications and length of term for service positions. Some service positions the group might want are literature, chips, refreshments and Intergroup Representative.

Any member may request the taking of a group conscience. Matters may be decided by group conscience, by steering committee, or by a regular business meeting.

The chairperson ought to become familiar with and take special care to uphold our Twelve Traditions.

NICOTINE ANONYMOUS

SUGGESTED GUIDELINES FOR SECRETARY

Tradition Two

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.

Tradition Four

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

Qualifications

Each group decides how long a member ought to be abstinent before taking any position, as well as the length of the term of office. We suggest 3 to 6 months as the term of office.

Duties and Responsibilities

The secretary informs other local groups, the regional Intergroup, and World Services of the day, time, and place of the meeting. The name, phone number, and address (and E-mail if available) of a contact person for the group (secretary or other member) are also provided. The secretary should provide updates of this information when any changes occur. Use the enclosed World Services meeting notice form.

The secretary takes notes of the group business meetings and maintains a record of decisions made, then during the "announcements" part of the meeting, informs the group. Also announces upcoming Nicotine Anonymous events, such as the dates and location of our annual World Service Conference. Regional Intergroup meetings and functions, along with other local group anniversaries are some other items worthy of mention. If the group decides, the Secretary would order a subscription to *Seven Minutes*, so the group stays informed about World Service events and news.

The secretary maintains a list of members and phone numbers for the group phone list. Also, nicotine free dates if the group celebrates members' anniversaries. If medallions, tokens, or chips are given out to recognize member's anniversaries, the secretary would order a supply.

The secretary would be responsible for the group literature inventory and would cooperate with the treasurer on ordering supplies. If the group gives the newcomer a packet of selected items, the secretary would assemble them. A suggested format is included in this kit.

The secretary or another selected group member attends Intergroup meetings. An Intergroup consists of representatives from individual groups in a local region. Often, meeting problems and other issues can be resolved at Intergroup by sharing experience, strength, and hope with members from other meetings. Ideas and news are exchanged and Intergroup events are organized.

The secretary ought to become familiar with and take special care to uphold our Twelve Traditions.

NICOTINE ANONYMOUS

SUGGESTED GUIDELINES FOR TREASURER

Tradition Two

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.

Tradition Seven

Every Nicotine Anonymous group ought to be fully self-supporting, declining outside contributions.

Qualifications

Each group decides how long a member ought to be abstinent before taking any position, as well as the length of the term of office. We suggest 3 to 6 months as the term of office.

Duties and Responsibilities

The treasurer is responsible for keeping an accurate accounting of all group finances in accordance with the Seventh Tradition.

The treasurer is responsible for collecting the weekly meeting contributions and book sales. For the most part, pamphlets are free for the taking but each group decides how it will be done. If the treasury has a sufficient balance, some groups offer our books at half price.

From this income the treasurer pays all costs relating to meetings such as rent, literature, refreshments, and any expenses incurred by the secretary. Some institutions, such as hospitals do not want to receive rent from the group. Providing free literature to appropriate hospital programs or making periodic donations are some ways we can satisfy the essence of our Seventh Tradition.

When the group decides, the treasurer donates any surplus funds beyond a prudent reserve (about two or three months of expenses) to the regional Intergroup and to World Services.

The treasurer is responsible for giving a treasury report periodically. We suggest the first meeting of every month as a minimum.

The treasurer ought to become familiar with and take special care to uphold our Twelve Traditions.