

West Puget Sound Area Helpline  
Guidelines  
(December 2003)

**Purpose**

Our primary purpose is to carry the Narcotics Anonymous message to the addict who still suffers.

**Committee Members**

**Chairperson**

***Requirements:***

1. May be nominated by the committee, but must be voted on by the West Puget Sound Area's Service Committee.
2. Have a good working knowledge of the Twelve Steps, the Twelve Traditions and the Twelve Concepts of N.A.
3. A willingness to serve a full one-year term.
4. A suggested two-year abstinence from all drugs.

***Duties:***

1. Preside over subcommittee meetings and provide a written report.
2. Supervise and assist in the duties of the other committee members.
3. Coordinate communication with the Helpline's Answering Service.
4. Attend the W.P.S.A.S.C. monthly and report on the current Helpline Committee status.
5. Attend all quarterly W.N.I.R. Public Information Subcommittee meetings and report the W.P.S. Helpline Committee status.
6. Help to maintain an up to date Twelve Step Helpline Volunteer list.

**Vice Chairperson**

***Requirements:***

1. Nominated and elected by the committee.
2. Have a good working knowledge of the Twelve Steps, the Twelve Traditions and the Twelve Concepts of N.A.
3. A willingness to serve a full one-year term.
4. A suggested one-year abstinence from all drugs.

***Duties:***

1. Organize, train and schedule volunteers to answer calls.
2. Assume the Chairperson's duties when necessary.

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**Secretary**

***Requirements:***

1. Nominated and elected by the committee.
  2. Have a good working knowledge of the Twelve Steps, the Twelve Traditions and the Twelve Concepts of N.A.
  3. A willingness to serve a full one-year term.
  4. A suggested six months abstinence from all drugs.
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1. Take minutes at all W.P.S.A. Helpline Subcommittee meetings.
  2. Maintain current contact information on all W.P.S.A. Subcommittee Chairs and Regional Helpline and P.I. Chairs.
  3. Assist the Committee Chair and Vice Chair as needed.

**Helpline Volunteers**

***Requirements:***

1. Have a good working Knowledge of the Twelve Steps, the Twelve Traditions and the Twelve Concepts of N.A.
2. A willingness to serve.
3. A minimum six months abstinence from all drugs.
4. Complete the training orientation.

***Duties:***

1. Familiarize themselves with the logbook and the other training materials.
2. Be willing to receive calls from addicts during the times they volunteer.

**Meeting Times and Procedures**

1. The Subcommittee meets at least once a month.
2. The meeting time, place, and details will be coordinated by the Chairperson or Vice Chairperson at the previous meeting.

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**Voting Requirements:**

- a) A voting member will be any N.A. member present at two consecutive Subcommittee meetings.
- b) Motions may be amended or withdrawn by the maker any time prior to the vote.
- c) In case of a tie vote, the acting Chairperson will break the tie.
- d) Loss of abstinence constitutes an immediate and automatic resignation of any committee position, except the Chairperson, who must be removed by the W.P.S.A.S.C.
- e) A service member may be removed from their position, for non-compliance, after written notification by the Chairperson. A 2/3 vote is required for removal. Non-compliance includes but is limited to: non-fulfillment of duties and or non-attendance at two consecutive regularly scheduled committee meetings without prior notification to the Chairperson.

**Spiritual Guidance:**

- a) The W.P.S. Area Helpline Subcommittee will not make a motion or take any action that conflict with the Twelve Traditions or Twelve Concepts of any Narcotics Anonymous.
- b) The W.P.S.A. Helpline Subcommittee will comply in all it's actions with the following documents:
  - 1. The Twelve Traditions of N.A.
  - 2. The Twelve Concepts of N.A.
  - 3. The most current publication of these guidelines.
  - 4. Current W.P.S.A.S.C. Guidelines.
  - 5. Current N.A. Handbooks.
  - 6. The current edition of Robert's Rules of Order.