

We Do Recover Online Area Policy

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Purpose: The primary purpose of We Do Recover Online is to bring meetings to the still suffering addict by way of technological convenience. The group fulfills its primary purpose as expressed in NA's 12 Traditions.

Definitions:

Online Meeting/Group: Any meeting online of two or more recovering addicts who meet regularly at a specifically scheduled time and location for the purpose of recovery from the disease of addiction. The 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous (NA) bind all NA groups. Each group has but one primary purpose: to carry a message to the addict who still suffers. NA groups are open to anyone regardless of age, race, sexual identity, creed, religion or lack of religion. There is only one requirement for membership: the desire to stop using.

***WHAT IS AN NA GROUP?** When two or more addicts come together to help each other stay clean, they may form a Narcotics Anonymous group. Here are six points¹ based on our traditions which describe an NA group:

1. All members of a group are drug addicts, and all drug addicts are eligible for membership.
2. As a group, they are self-supporting.
3. As a group, their single goal is to help drug addicts recover through application of the Twelve Steps of Narcotics Anonymous.
4. As a group, they have no affiliation outside Narcotics Anonymous.
5. As a group, they express no opinion on outside issues.
6. As a group, their public relations policy is based on attraction rather than promotion.

Zoom: A program for modern enterprise video communications, with a cloud platform for video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems. WDRO currently uses Zoom to host its meetings.

WDRO Area Service Body: We Do Recover Online Area service body consists of the admins, committee chairpersons, subcommittee chairpersons, and group service representatives. All trusted servants must attend monthly area meetings to stay active on our area roster.

Area Service Meeting: The WDRO Area Service will take place monthly, on the 1st Thursday of every month. The WDRO area meeting begins promptly at 8pm and ends no later than 9pm. It begins with Service Workers Prayer followed by reading of the 12 Traditions of NA and the 12 Concepts

Attendance: Any group that misses three consecutive area meetings will be removed from the WRDO Area rollcall/directory.

Consensus Based Decision Making (CBDM): In Narcotics Anonymous, we make decisions by seeking direction from a loving Higher Power as it expresses itself in our group conscience. The principle of anonymity in NA means we serve as equals, and consensus-based decision making (CBDM) is one method for a service body, as a team of equals, to hear that group conscience. The heart of consensus is a cooperative intent, where members are willing to work together to find or create the solution that meets the needs of the group.

The cooperative nature of consensus building is a different mindset from pro/con debate. To learn more about CBDM, visit:

<https://www.na.org/admin/include/spaw2/uploads/pdf/conference/project/Oct%202017%20CBDM%20Basics.pdf>

Community decision: WDRO Area threshold for achieving consensus is two-thirds majority of voting members present. Voting members consist of area trusted servants, subcommittee chairs, and one group service representative per meeting (excluding the area chairperson).

I. New Group Process

- A. A new group may request a WDRO membership if it meets the following requirements:
1. All of the trusted servant positions for that group must be filled and meet the clean time requirements for the positions prior to new group membership.
 2. Each group is autonomous and responsible to ensure that their trusted servants run their own meetings on the WDRO Area platform.
 3. Each group is encouraged to host their own monthly group conscience and collect their own 7th tradition.
 4. The WDRO Area 7th tradition link is available for those groups who wish to use it.

II. Election Consensus

- A. The WDRO area will have elections for area trusted servants yearly.
1. Elections will be held annually in December.

B. Vacancies

1. When a position is vacant at the WDROA, a flier will be generated with an election date of two months in advance

III. Flyers

- A. All WDROA flyers must include the NA logo, the We Do Recover Online Area name, and the time zone in which meetings are held.
- B. All WDROA flyers must be approved by consensus at the WDRO Area meeting before posting online and/or distribution.

IV. The WDRO body

1. Administrators

A. *Qualifications*

- a. 3 years continuous clean time
- b. Previous experience as a committee chairperson at the level of an area or regional service, or experience as the Co-chairperson is preferred, but not required
- c. Have a working knowledge of shared docs/Sheets
- d. Have a working knowledge of CBDM
- e. Experience with a Virtual Video Conferencing Platform as both host & participant
- f. Be able to provide direction to other committee members
- g. Be able to manage multiple projects

- h. Be able to effectively communicate issues affecting the site, with members and those outside of the fellowship

B. Duties

- a. There will be at least 3 admins available to the group
- b. Admins have access to the Virtual Video Conferencing Platform username and password to handle platform issues and maintenance.
- c. Admins can make the following emergent decisions in the best interest of the area:
 - Decisions involving breaches of security and the changing of settings for virtual Video Conferencing Platform accounts related to breaches of security.

2. WDR0 Area Trusted Servants

A. General

- All WDR0A trusted servants shall submit a written budget in the first area in February for review and approval
- Expenses above beyond the budget throughout the year shall be brought to the area for approval by consensus
- Budgets must be approved by or at the April WDR0ASC meeting

A. Area Chairperson

a. Qualifications

- 3 years continuous clean time; 12-month commitment
- Previous experience as a committee chairperson at the level of the area or regional service, or experience as the Co-Chair is preferred, but not required.
- Have a working knowledge of shared docs/Sheets
- Have a working knowledge of CBDM
- Experience with Virtual Video Conferencing Platform(s) as both host & participant
- Be able to provide direction to other committee members
- Be able to manage multiple projects
- Be able to effectively communicate issues affecting the site, with members and those outside of the fellowship

b. Duties

- Chair Area meeting impartially, not expressing opinions during discussions.
- Create and publish an area meeting agenda to be posted via Social Media Platform/email at least 48 hours before the Area meeting (Will post to admin group before posting on WDR0 group)
- Direct the Area meeting according to the agenda, unless proposals to change the order of the day are approved from the floor
- Will only have a vote as a result of a tie on any issue on the floor
- Will be given access to the site's email account and password, and delegate those emails accordingly.
- Will be an admin for the ASC Virtual Video Conferencing Platform account.

B. Area Meeting Co-Chair

a. *Qualifications*

- 2 years continuous clean time, 1-year commitment
- Previous experience in a committee at the level of an area or regional service is preferred, but not required.
- Have a working knowledge of shared docs/Sheets
- Experience with a Virtual Video Conferencing Platform as both host & participant
- Have a working knowledge of CBDM
- Be able to provide direction to other committee members
- Be able to manage multiple projects
- Have a Social Media Platform and/or email account to gain access to give/receive pertinent information
- Be able to effectively communicate issues affecting the site, with members and those outside the Fellowship.

b. *Duties*

- Fulfill all of the duties of the Area Meeting Chair, in their stead, if they should be unavailable for any length of time
- Be willing to move into the Area Meeting Chair's position should it become vacant for any reason
- Will attend all Area meetings unless an emergency prevents attendance
- Will be the person to reference policy during an area meeting should the need arise.
- Will also serve as the Area policy chair and update policy changes as approved by the area.
- Will be given access to the Virtual Video Conferencing Platform account username and password
- Will be an admin for the Virtual Video Conferencing Platform account.
- The Co-Chair will update the WDROA policy as needed and will distribute a new policy packet quarterly

C. Treasurer

a. *Qualifications*

- 5 years continuous clean time; 12-month commitment
- Previous experience as a treasurer at the level of the group, area, or regional service or previous experience as co-treasurer for WDRO
- No history of misappropriating NA funds
- Have experience working with money or managing a budget
- Have experience with or the willingness to learn how to use the appropriate 7th Tradition app.
- Have experience with google sheets

b. *Duties*

- Train the Co-Treasurer, in anticipation of handing off the position, when the term is complete
- Be responsible for and have the username & password to the WDROASC 7th Tradition app. account
- Keep accurate balances of the group's finances via Google Sheets and update the spreadsheet daily
- Report at the Area meeting and submit a written report 3 days before the area in the shared drive folder.

- Pay all the group's financial obligations and provide copies of invoices and receipts via Social Media Platform and/or email
- Email all receipts to wdroarea@gmail.com and update Google spreadsheet with expenditures

D. Co-Treasurer

a. *Qualifications*

- Minimum 4 years continuous clean time; 12-month commitment
- Have experience with, and access to Google Sheets
- Previous experience as a treasurer at the level of the group, area, or regional service is preferred but not required.

b. *Duties*

- Fulfill all of the duties of the Treasurer, in their stead, if they should be unavailable for any length of time
- Have the willingness to move into the Treasurer's position should it become vacant for any reason
- Assist the Treasurer in any necessary audits
- Verifies that the Site Administrator posts copies of all receipts and invoices and that the links to the documents work as intended.
- Submit a written report 3 days before the area in the shared drive folder if the Treasurer is unable.

E. Secretary

• *Qualifications*

- 6 months continuous clean time
- 12-month commitment
- Previous experience as a committee secretary at the level of an area or regional service. These are preferred, but not required.
- Have experience with, and access to shared docs and Google Sheets

b. *Duties*

- Keep accurate minutes during the scheduled Area meeting
- Publish the Area meeting minutes within 3 days before the next Area meeting by sending them to the group's email account wdroarea@gmail.com
- Ensure all subcommittees Regional have submitted their monthly reports in the shared drive folder.
- Notify the administrators that the minutes are available
- Will use Social Media platforms and/or email to bring issues affecting the members of the site to the attention of those members.
- Will use Social Media platforms and email to announce area meetings.

G. Regional Committee Member's (RCM)

A. *Qualifications*

- 4 years continuous clean time
- Minimum 12-month commitment
- Ability to multitask and be organized

B. *Duties*

- Ability to communicate Regional and World Services information orally and in writing.
- Serves as a voting member of the WDRO Area at the Regional Service Committee meeting.
- Acts as a liaison to the Chicagoland regional body on behalf of WDRO Area member groups. Acts as the voice of the group conscience of WDRO Area member groups at The Chicagoland Regional Meeting.
- Attends and represents WDRO Area at the Regional Service Committee meetings
- Submit a written report at the WDRO Area meeting 3 days before the area in the shared drive folder.

H. Recreation and Activities Chairperson

A. *Qualifications*

- 2 years continuous clean time
- Minimum 12-month commitment
- Ability to multitask and be organized
- Experience with planning social events is 12-month preferred subcommittees but not required.

B. *Duties*

- Shall organize virtual social events for NA members.
Four events per calendar which include the following:
Spring- Love Speakathon
Summer- Freedom (Open Mic Talent Jam)
Fall-Virtual Anniversary Banquet
Winter-Holiday Speaker Jam
- Shall submit comprehensive verbal reports at all regular WDRO Area meetings and submit a written copy of this report 3 days before the area in the shared drive folder.

I Group Service Liaison

A. *Qualifications*

- 2 years continuous clean time
- Minimum 12-month commitment
- Ability to multitask and be organized
- Experience with making flyers is preferred, but not required.

B. *Duties*

- Attend meetings that have been absent at area rollcall to assess group status
- Ask if the group is continuing on the WDRO area platform, and how the liaison could help the group if it is lacking support
- If the group no longer meets, the GSL will update the ~~webmaster~~ on the ~~chicago-na.org~~ site to remove them from the WDRO directory
Update the WDRO Area website.
- Update and maintain group announcement as needed, with a minimum of once per week for edits

- Assist WRDO with flyers and ensure they are up to date and distributed on Social Media Platform, Meeting Announcements file and shared drive folder
All meetings in the WDRO area and subcommittees can create their own flyers and submit to Social Media, Public Relations and Group Service Liaison for posting to the appropriate areas
- Make sure the flyers are added to the Regional Events calendar and any appropriate service bodies
- Update the WRDO directory flier as needed.
- Will be the point of contact for persons or entities inside/outside of our Social Media Platform/email group
Social Media is the point of contact
Work with region HIPR on maintaining our meeting list & online presence. (Or be serving on the regional committee as the Virtual Presence Coordinator)
- **Update to reflect we have a website**
- Will be given access to area email account and password and delegate those emails accordingly
Each committee has their own email account
- Coordinates with Public Relations Chair to keep meeting information updated and keep the groups, areas, region, and the greater public updated on WDROA activities
We now have our website and will produce a FB public page and Instagram account and they will be maintained by the Social Media and H&I/PR subcommittees.

J. Public Relations

A. *Qualifications*

- 2 years continuous clean time
- Minimum 12-month commitment
- Ability to multitask and be organized
- Experience with public outreach preferred, but not required.

B. *Duties*

- Shall develop the WDROA social media presence in adherence to NA guidelines such as
- WDRO PR will only handle requests for online-only services in keeping with the area's primary purpose.
- The WDRO PR committee will send all H&I/PR requests that are not completely virtual to the appropriate service bodies before taking any actions.
- Shall be represented at the WDROASC
- Shall be represented at the Chicagoland Regional H&I/PR Workgroup meeting.
- Shall submit comprehensive verbal reports at all regular WDROASC meetings and submit a written copy of this report in adherence to WDROASC policy
- A PR Chairperson shall be nominated by the PR subcommittee and formally

elected during December's WDROASC meeting or elected as needed.

- PR Chairperson shall make a motion for any funds needed for supplies and materials for the committee to carry the message
- The PR Chair shall act as lead on all WDROASC public relations work, and delegate accordingly to the PR committee

K. Social Media Coordinator

A. Qualifications

- 2 years continuous clean time
- Minimum 12-month commitment
- Ability to multitask and be organized
- Experience with operating social media is preferred, but not required.

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B. Duties

- Shall develop the WDROA social media presence in adherence to NA guidelines such as the
 - PR Handbook and The Social Media Booklet
- Shall be represented at the WDROASC

- Shall submit comprehensive verbal reports at all regular WDROASC meetings and submit a
 - a written copy of this report in adherence to WDROASC policy
- Elected during December's WDROASC meeting or elected as needed
- The Social Media Coordinator shall make a motion for any funds needed for supplies and
 - materials for the committee to carry the message
- The Social Media Coordinator shall act as lead on all WDROASC social media campaigns, and
 - delegate accordingly to the Social Media Workgroup

J. Ad Hoc (if applicable)

Note: Ad Hoc Committees are formed on an as-needed basis. Any member of We Do Recover Online Area of NA may recommend the formation of an Ad Hoc Committee

A. *Qualifications*

- 2 years continuous clean time
- Minimum 12-month commitment
- Ability to multitask and be organized
- Experience with the related issue

B. *Duties*

- All actions of Ad Hoc shall adhere to The Twelve Traditions, Twelve Steps, The Twelve Concepts, Area Policy, and A Guide to Local Services in Narcotics

Anonymous.

- Based on the goal of the committee
- Shall submit comprehensive verbal reports at all regular WDROASC meetings and submit a written copy of this report as well as subcommittee minutes to the WDROASC Secretary at each regular NCASC meeting.
- Subject to review every six months of activity.