



Mobile Meeting Guidelines

12/15/2023

Purpose:

Mobile Meetings exist to bring the message of NA Hope and Unity to the Sick and Suffering. We mobilize and come together to bring NA Meetings into homes and hospitals for those medically unable to get to a meeting.

Functions:

- 1-To hold monthly business meetings
- 2-To send a delegate to bi-monthly Regional Service Committee meeting
- 3-To record minutes from all business meetings
- 4-To answer calls and schedule times for members to hold meetings
- 5-To create and maintain a budget for expenditure

CBDM

Consensus Based Decision Making- Is defined as an acceptable resolution, one that can be supported even if not “the favorite” of each individual. The Mobile Meetings Sub-Committee shall use CBDM for all matters pertaining to business whenever possible.

Voting shall only be used during elections when a verdict cannot otherwise be reached.

Participants:

- 1-Chair
- 2-Vice Chair
- 3-Secretary
- 4-Vice Secretary
- 5-Phone Coordinator
- 6-And members that are willing to Chair and attend meetings as set forth by our group purpose. Members of this Subcommittee have a duty to meet the purpose of this body, act in the best interests of this Sub-Committee, and maintain a cooperative position with NA as a whole.

Chair:

Requirements- It is suggested that the Chair have prior experience with Mobile Meetings or another Subcommittee of Region 51, the willingness and resources to do the job, a working knowledge of the 12 Steps, Traditions, and concepts for service and 7 years clean time.

Duties:

- 1-Establish an agenda for Monthly Mobile Subcommittee Meetings
- 2-Attend and preside over Monthly Mobile Subcommittee Meetings
- 3-Is responsible for providing a written report to RSC Bi-Monthly
- 4- Is responsible for attending RSC Bi-Monthly
- 5-Creates and submits an annual budget to RSC
- 6- Be willing to have their phone number listed on the Region 51 phone lines
- 7-Answer phone calls and screen callers for eligibility for a mobile meeting
- 8-Contact mobile meeting Chair’s to schedule Mobile Meetings
- 9- Communicate with PR Committee about any changes to the phone lines

Vice Chair:

Requirements it is suggested that the vice chair have prior experience with mobile meetings or another subcommittee of region 51, commitment to service, the willingness and resources to do the job, a working knowledge of the 12 steps, an understanding of the 12 traditions and concepts for service and a minimum of 5 years clean and be willing to serve as the mobile meetings chair.

Duties:

1. Attend and assist the chair at monthly mobile meeting subcommittee
2. Preside over the subcommittee in the absence of the chair
3. Is responsible for providing a written report to RSC by monthly
4. Is responsible for attending RSC by monthly
5. Hold an orientation workshop for all new members
6. Supplies new members with guidelines
7. Assist chair in scheduling mobile meetings as needed

Secretary:

Requirements: It is suggested that the secretary have prior experience with mobile meetings or another subcommittee of Region 51, commitment to service, the willingness and resources to do the job, a working knowledge of the 12 Steps, and understanding of the 12 Traditions and the concepts for service and a minimum of four years clean, clean and have the clerical skills necessary to do the job.

Duties:

1. Attend the monthly mobile meeting subcommittee
2. Preside over the subcommittee in the absence of the chair and vice chair
3. Create complete and accurate minutes from all subcommittee meetings
4. Type and email the minutes to all subcommittee members no later than 10 days after the subcommittee meeting
5. Keep records of minutes
6. Update the mobile meetings attendance roster monthly.
7. Maintain a log of amendments to the
8. Maintain archives of all attendees to all mobile meetings
9. Maintains and purchases all supplies provided to the mobile meeting leaders

Vice Secretary:

Requirements:

It is suggested the Vice Secretary have prior experience with mobile meetings or another Subcommittee of Region 51, commitment to service, the willingness and resources to do the job, a working knowledge of the 12 steps, Traditions, Concepts for service and a 3 year clean time requirement.

Duties:

- 1-Attend Monthly Mobile Meeting SubCommittee Meetings and asst the Secretary with their duties
- 2- Serve as Secretary when needed by Secretary

Phone Coordinator:

Requirements:

It is suggested the Phone Coordinator have prior experience chairing a meeting of NA, an understanding of the Mobile Meeting Guidelines, Commitment to Service, the Willingness and Resources to do the job, a working knowledge of the 12 Steps, Traditions and Concepts for Service, and a 4 year clean time requirement.

Duties:

- 1- Attend monthly Mobile Meeting Subcommittee Meetings
- 2- Submit a monthly report to the Subcommittee
- 3- Answers requests for a Mobile Meeting
- 4- Fill out Mobile Meeting intake form for all requested meetings
- 5- Ability to familiarize other panel members with the Mobile Meeting Guidelines

Mobile Meeting Leader:

Requirements: It is suggested that the Mobile Meeting Leader have prior experience with Chairing a Meeting of NA, an understanding of the Mobile Meeting Guidelines, Commitment to Service, the willingness and resources to do the job, a working knowledge of the 12 Steps, Traditions, Concepts for service and a 3 year clean time requirement

Duties:

- 1-Attend the monthly Mobile Subcommittee Meeting
- 2-Submit a monthly report to the Mobile Subcommittee
- 3-Assist in scheduling the Mobile meetings to take into homes or hospitals
- 4- Attend and preside over Mobile Meetings

MOBILE SUBCOMMITTEE MONTHLY MEETING WILL BE
IN THE ROOMS @ FOUNDATION FOR RECOVERY
4800 ALPINE PL
LAS VEGAS NV 89108
(702) 257-8199
SECOND SATURDAY OF EVERY MONTH
10AM