

It Starts With Us Nar-Anon Family Group Trusted Service Positions and Duties

revised as of 07-DEC-22

Concepts 4 - Effective leadership is highly valued in Nar-Anon. Leadership qualities should be carefully considered when selecting trusted servants.

Concept 5 - For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.

ELECTED Trusted Servants Positions

CHAIR (passed 01-SEP-22)

Suggested Qualifications

- Member of Nar-Anon Family Group.
- ISWU Homegroup member.
- Length of Time in Nar-Anon – 1 year.

General Requirements

- Term – 1 year.

Duties

- Regularly participates in ISWU Group Conscience.
- Becomes informed about ISWU Guidelines, applicable Robert's Rules of Order (RRO) and Nar-Anon principles of service.
- Guides the Group Conscience.
- Creates and prioritizes the suggested agenda for the Group Conscience.
- Uses Google Forms to create ballots for Elected Positions and presents results.
- Counts votes for motions; verifies results with the Recording Secretary.
- Communicates with Home Group Members via email ItStartsWithUs365@gmail.com.
- Sends out the Group Conscience minutes, agendas, and other necessary communications by 12:00pm MT before Group Conscience.
- Oversees Contact.ISWU@gmail.com email and responds to specific questions not covered by the auto reply.
- Communicates to students seeking to attend the meeting that the nightly meeting is closed to students and visitors. It is open to anyone whose life has been affected by someone else's addiction. Invites them to attend the Saturday Night Speaker Meeting, as it is open to everyone (see pre-written response).
- Finds and schedules the speakers for the Saturday Night Speaker Meeting. Sends email with the prewritten invite and attaches the *So You Have Been Asked to Speak* Pamphlet, ISWU Speaker Suggestions, and Speaker Release Form.
- Downloads, changes the password, and keeps a record of the recording links to each Saturday Night Speaker.

Duties (continued)

- Has access to Saturday Speaker Meeting recordings and provides links when requested.
- When necessary, updates all relevant ISWU documents based on Group Conscience decisions.
- Keeps and updates all ISWU records: Agendas, Minutes, Trusted Servant Duties, Guidelines, Speaker Release Forms, and other necessary documents.
- Keeps a copy of all Venmo transactions in ItStartsWithUs365@gmail.com email.
- Has access to the SignUpGenius account.
- Supports incoming Chair and provides updated pass-it-on document.

GROUP SERVICE REPRESENTATIVE (GSR) (passed 01-SEP-22)

Suggested Qualifications

- Member of Nar-Anon Family Group.
- ISWU Homegroup member.
- Length of Time in Nar-Anon – 1 year.

General Requirements

- Term – 1 year.

Duties

- Regularly participates in ISWU Group Conscience.
- Guides the Group Conscience if Chair is not available.
- Becomes informed about ISWU Guidelines, applicable Robert's Rules of Order (RRO) and Nar-Anon principles of service.
- Represents ISWU with voice and vote at the Rocky Mountain Region's monthly Regional Service Committee (RSC) meetings, and twice-yearly Assemblies.
- Reports to the ISWU meeting after each monthly RSC, and after each twice-yearly Assembly.
- Completes and submits the GSR registration form to the RSC secretary.
- Becomes familiar with the Nar-Anon Guides to Local and World Services.
- Accesses ISWU Google Docs to post announcements.
- Supports incoming GSR and provides updated pass-it-on document.
- Uses and maintains designated email address for ISWU correspondence. Passes sign in information to incoming GSR.

ALTERNATE GROUP SERVICE REPRESENTATIVE (ALT GSR) (passed 01-SEP-22)

Suggested Qualifications

- Member of Nar-Anon Family Group.
- ISWU Homegroup member.
- Length of Time in Nar-Anon – 1 year.

General Requirements

- Term – 1 year with option to serve as next GSR.

Duties

- Regularly participates in ISWU Group Conscience.
- When the GSR is unavailable, fulfills those duties at Group and Regional levels.
- Guides the Group Conscience if GSR is not available.
- Becomes informed about ISWU Guidelines, applicable Robert's Rules of Order (RRO) and Nar-Anon principles of service.
- Accesses ISWU Google Docs to post announcements.
- Becomes familiar with the Nar-Anon Guides to Local and World Services.
- Supports incoming ALT GSR and provides updated pass-it-on document.

TREASURER (passed 18-AUG-22)

Suggested Qualifications

- Member of Nar-Anon Family Group.
- ISWU Homegroup member.
- Length of Time in Nar-Anon – 1 year.

General Requirements

- Term – 1 year.

Duties

- Regularly participates in ISWU Group Conscience.
- Oversees an electronic account to receive the Seventh Tradition (via Venmo @ItStartsWithUsNFG).
- Collects and disburses funds as necessary.
- Maintains established prudent reserve.
- Once a week, on a dedicated day, reports the current balance, expenses paid, and contributions made to the Rocky Mountain Region and WSO. Provides a monthly summary report.
- Monitors and maintains a record of the group's expenses in accordance with Nar-Anon traditions and Guide to Local Services.
- Submits yearly written Contributions and Expenses (Venmo) Statement and Balance Sheet for Group Conscience and incoming Treasurer.
- Coordinates transference of Venmo account and all related items with incoming Treasurer.
- Uses ItStartsWithUs365@gmail.com for all correspondence.
- Guides the Group Conscience if Alternate GSR is not available.
- Supports incoming Treasurer and provides updated pass-it-on document.
- Uses and maintains designated email address for ISWU correspondence. Passes sign in information to incoming Treasurer.

RECORDING SECRETARY (passed 18-AUG-22)

Suggested Qualifications

- Member of Nar-Anon Family Group.
- ISWU Homegroup member.
- Length of Time in Nar-Anon – 6 months.

General Requirements

- Term – 1 year.

Duties

- Regularly participates in ISWU Group Conscience.
- Takes the minutes during each Group Conscience.
- Makes an audio recording of Group Conscience for verification purposes and deletes recording once relevant minutes are approved.
- Counts votes for motions; verifies results with the Chair.
- Finds coverage within 24 hours of meeting if unable to attend Group Conscience.
- After each Group Conscience, emails the completed minutes to the Chair within 48 hours.
- Updates any corrections to the minutes as determined by the Group Conscience.
- Becomes informed about ISWU Guidelines, applicable Robert's Rules of Order (RRO) and Nar-Anon principles of service.
- Maintains a digital file of Group Conscience minutes and passes on to incoming Recording Secretary.
- Supports incoming Recording Secretary and provides updated pass-it-on document.
- Uses and maintains designated email address for ISWU correspondence. Passes sign in information to incoming Recording Secretary.

SIGNUPGENIUS COORDINATOR (passed 18-AUG-22)

Suggested Qualifications

- Member of Nar-Anon Family Group.
- ISWU Homegroup Member.
- Length of Time in Nar-Anon – 6 months.

General Requirements

- Term – 1 year.
- Access to a computer/laptop.

Duties

- Regularly participates in ISWU Group Conscience.
- Posts updated schedule on SignUpGenius for all sign up positions, including specialty topics voted by Group Conscience.
- Updates ISWU PDF documents to SignUpGenius as necessary.
- Uses and maintains designated email address for ISWU correspondence. Passes sign in information to incoming SignUpGenius Coordinator.
- Communicates with members regarding scheduling when necessary.
- Supports incoming SignUpGenius Coordinator and provides updated pass-it-on document.

ANNOUNCER (passed 18-AUG-22)

Suggested Qualifications

- Member of Nar-Anon Family Group.
- ISWU Homegroup member.
- Length of Time in Nar-Anon – 3 months.

General Requirements

- Term – 6 months.

Duties

- Regularly participates in ISWU Group Conscience.
- Reviews announcements prior to meeting and deletes events that have passed.
- Shows up 10 minutes before the meeting.
- Has video turned on when reading the announcements.
- Commits to one night a week and finds coverage within 24 hours of meeting if unable to attend/read.
- Posts announcement and flyer links in chat after reading.
- Be willing to fill in for another Announcer (if necessary).
- Has/creates a Gmail account for access to Google Docs to read/post.
- Regularly checks SignUpGenius and announces upcoming openings.

IT HOST (passed 07-DEC-22)

(Elect 5 IT Hosts in October, 2 IT Hosts in January, 3 IT Hosts in April)

Suggested Qualifications

- Member of Nar-Anon Family Group.
- ISWU Homegroup member.
- Length of Time in Nar-Anon – 6 months.

General Requirements

- Term – 1 year.
- Laptop/desktop computer.
- PowerPoint or Keynote software.
- Stable internet connection.
- Able to Host a minimum of once per week.

Duties

- Regularly participates in ISWU Group Conscience.
- Has video on while screen sharing.
- Shows up 10 minutes before the meeting.
- Claims Host with Host Key.
- Assigns at least 4 IT Co-Hosts.
- Sets chat to "Host and co-hosts" during topic lead and opens to "Everyone and anyone directly" at the end of meeting.
- Screen shares Nar-Anon Readings and 7th Tradition.
- Posts topic information at least one time during the meeting.
- Mutes open mics.

- Times each share, screen shares the “30 Second Remaining” slide at the 2:30 minute mark. Screen shares the “Please Wrap Up Your Share” at the 3-minute mark. Gentle verbal reminders of time when participants cannot see the screen.
- If unable to fulfill IT Host duties in advance, logs into SignUpGenius and removes name from Time Slot/Day.
- Communicates (as necessary) with other IT Hosts via group text.
- If unable to fulfill duties at short notice, finds a replacement IT Host to cover prior to the meeting.
- Reads the After Meeting greeting.
- If unable to stay on for After Meeting, transfers Host to another elected IT Host (past or current) to avoid premature shutdown of meeting.
- Makes closing announcement and ends After Meeting.
- Transfers Host to Traditions/Concepts Study prior to start of After Meeting.
- Sets up a breakout room when necessary.
- Trains incoming IT Host and provides updated pass-it-on document.
- Oversees the security of the meeting using these tools if necessary
 - All mute
 - Turn off a participant’s video if inappropriate
 - Turn off chat when the topic is introduced
 - Send someone into the waiting room
 - Remove a participant (Last Resort)

IT CO-HOST (passed 07-DEC-22)

Suggested Qualifications

- Member of Nar-Anon Family Group.
- ISWU Homegroup member.
- Length of Time in Nar-Anon – 6 months.

General Requirements

- Term – Nightly.

Duties

- Regularly participates in ISWU Group Conscience and is an active Home Group member of ISWU.
- Assigned by the IT Host to help in the Meeting and After Meeting.
- Has video on when assigned Co-Host to assist in Meeting, if possible.
- Received a short training on the security features of Zoom by an IT Host or IT Co-Host.
- Helps to mute open mics.
- Opens and closes chat.
- Posts and reposts meeting’s topic and questions in chat.
- Is familiar with the security tools and use if necessary:
 - All mute.
 - Turn off a participant’s video if inappropriate.
 - Turn off chat.
 - Send someone into the waiting room.
 - Remove a participant (Last Resort).

UNELECTED Trusted Servant Positions

FORMAT READER (passed 04-AUG-22)

Suggested Qualifications

- Member of Nar-Anon Family Group.

General Requirements

- Term – One Meeting.

Duties

- Confirms preferred date to serve on Sign Up Genius.
- Shows up 10 minutes before the meeting.
- Has video turned on when reading the format.
- Refers to Sign Up Genius to confirm Trusted Servants for meeting.
- Informs IT Host on Nar-Anon literature slides selections, as per format outline.
- Reads the most updated Format posted on Sign Up Genius.
- Introduces Topic Leader or Saturday Night Speaker.
- Guides meeting in the spirit of Nar-Anon principles, if necessary.
- If unable to fulfill Format Reader duties, inform ISWU Trusted Servant within 24 hours of meeting.
- If unable to fulfill Format Reader duties, log into Sign Up Genius and remove name from Time Slot/Day un-sign-up.

TOPIC LEADER (passed 04-AUG-22)

Suggested Qualifications

- Member of Nar-Anon Family Group.

General Requirements

- Term – One Meeting.

Duties

- Confirms preferred date to serve on Sign Up Genius.
- Shows up 10 minutes before the meeting.
- Has video turned on when introducing the topic.
- Introduces topic, based on Nar-Anon literature and principles, or, if signed up for a special topic night, be prepared to lead the topic accordingly.
- Chooses the readings to share with the group.
- Asks a volunteer to read one of the readings.
- If more readings are selected, posts the name of the book or pamphlet and page number in chat. *Example: SESH page 82, Nar-Anon 36 page 14, Open Letter to the Family Pamphlet.*
- Prepares in writing Topic/CAL literature/questions to post in chat (or send to IT Host).
- If unable to fulfill Topic Leader duties, log into Sign Up Genius and remove name from Time Slot/Day un-sign-up.

GREETER (passed 04-AUG-22)

Suggested Qualifications

- Member of Nar-Anon Family Group.

General Requirements

- Term – One Meeting.

Duties

- Confirms preferred date to serve on Sign Up Genius.
- Has video turned on when greeting participants.
- Shows up 30 minutes before the scheduled meeting.
- Welcomes meeting participants.
- Answers questions about Nar-Anon and share information about ISWU.
- Adds "Greeter" to name ID.
- If unable to fulfill Greeter duties, log into Sign Up Genius and remove name from Time Slot/Day un-sign-up.