Technology Services Subcommittee of the Central California Region of Nar-Anon Family Groups
Internal Guidelines

Adopted by the CCR TSS May 18, 2020

Duties and Responsibilities

The duties and responsibilities of the Central California Region (CCR) technology services subcommittee (TSS) are described on page 29 in the CCR Guide to Regional Services.

"This subcommittee provides technology infrastructure to the region, areas, groups, and members. It oversees and maintains the region's internet website; email/contacts list; directories; meeting workbook; online calendar; website analytics; phone line; computer support; conference calls; public address systems; recording; and supports the region with new applications and technologies."

Members

Desired General and Unique Qualifications

Committee members should enjoy working in a collaborative environment based on consensus as expressed through group conscience.

Suggested guidelines for membership on a service committee are described in the Nar-Anon Guide to World Services on page 34.

- "Attend Nar-Anon (or Narateen) group meetings regularly."
- "Have completed three years of service in Nar-Anon."
- "A working knowledge of Nar-Anon's Twelve Steps, Traditions, and Concepts of Service."
- "Have the ability to work independently and as a team member, make proposals/suggestions, be flexible in the decision-making process, and complete assignments within deadlines."
- "Be available to attend scheduled committee meetings using the technology predetermined for such meetings (e.g., conference calls, internet calls, committee web forums, email)."

As noted on page 38 in the Nar-Anon Guide to World Services, it is also desirable for members on a technology committee to have prior experience with the relevant technology.

Further guidance regarding committee membership is found on page 24 in the CCR Guide to Regional Services.

These qualifications are merely suggested and will not disqualify a member who has a genuine desire to serve on this committee.

Guiding Principles

- Traditions, Concepts, and the Principles of our program will be the foundation of all our work.
- The committee is directly responsible to the CCR Regional Service Committee (RSC) as noted in Concept Five, which in turn is directly accountable to the groups as represented in the CCR Regional Assemblies.

- Participating in online meetings is very important, but if members cannot make the meeting please give notice. Three missed meetings with no notice or four missed meetings in a row will result in removal from committee communications.
- For the purpose of this subcommittee, a quorum consists of 51% of the members of the subcommittee.
- In order for committee work to move forward, should the committee chair not be able to make the meeting, the vice-chair will chair. In the event the vice-chair is not present, a quorum of the members may elect one member to lead the meeting.

Agendas and Minutes

- Minutes will be posted no later than 72 hours prior to the next scheduled meeting for committee review (emergency meetings do not apply).
- Agenda, attachments, and reports should be posted no later than 72 hours prior to the meeting, so members can review prior to the meeting.
- Call for agenda items is always open. Part of each agenda will be a call for new business items before the old business is started. All members may add any items to the agenda.
- As a courtesy to members, it is suggested draft agendas, reports, and minutes be distributed at least one week in advance of the scheduled meeting.

Communications

- All committee communications will be sent to all committee members.
- If a committee member has accepted an assignment, and cannot fulfill that assignment the committee would like to be made aware and should be willing to help.
- Setting a deadline wherever possible will help move the work forward.
- All work will be maintained in a shared online archiving resource. This will help present and future service members with access to the Committee's work.
- All correspondence/reports to the members and groups will be reviewed by the whole committee before distribution.
- When using email, please use the Blind Carbon Copy (BCC), or another similar technique, for all committee correspondence to the fellowship to ensure the anonymity of all recipients.

Reports

- Committee Chair will provide a monthly committee progress report during the monthly RSC meeting.
- The Committee Chair will work with the committee to prepare a written report for each Regional Assembly (RA). All reports will be posted for committee review and input. The report will be submitted to the Regional Secretary in time to be included in the agenda packet for the RA.

Terms and Elections

Service positions are filled by a group conscience of the committee. The term is two years. It is recommended that no one shall serve in the same position more than two full consecutive terms, in addition to an interim term.

If an officer is elected between regularly scheduled election meetings, the term is considered 'interim,' and will last until the next regularly scheduled election meeting. Election meetings will occur in odd-numbered years in the month following the summer RA.

Duties of Committee Members

Chair

- Presides over committee meetings
- Serves as liaison between the committee, the RSC, and other regional service committees
- Works with the Committee to prepare meeting agendas and ensures they are posted per Committee guidelines
- Is responsible for and manages committee emails; shares information with the committee, asks for group conscience on replies to emails as needed
- Sets up calendar reminders for committee meetings
- Works with the committee to compile reports for the RSC and RA
- Regularly attends the CCR RSCs and RAs
- The recommended experience for this position is two years' previous service on a Nar-Anon service committee

Vice-Chair

- Presides over committee meetings if the Chair is unavailable
- Willing to become chair at the end of the chair's term (or if the chair steps down), if elected by the committee
- Learns the role of the chair and how the chair completes tasks such as communications.
- Regularly attends the CCR RSCs and RAs
- The recommended experience for this position is one years' previous service in a Nar-Anon group or service committee

Secretary

- Records meeting minutes
- Prepares draft minutes for approval at the next meeting

● Ensures the approved minutes are posted per Committee guidelines

Revision History

May 18, 2020: Adopted by the CCR TSS.