

Technology Subcommittee Guidelines

Responsibilities

- A. To maintain the Technology Subcommittee as directed by the USSC and the U.S. fellowship.
- B. To provide and maintain any and all communication methods for collecting and sharing Group Conscience.
- C. To ensure the continuation and growth of NA by adhering to our non-negotiable Twelve Traditions.

From the USSCNA Guidelines
Group Conscience approved - 7-15-2012

Subcommittee Officers:

Chair:

- A. Can and should be nominated from the current subcommittee or through recommendation of the group, area or region they represent, and to be approved by the USSCNA as a whole. Term is to be for three (3) years.
- B. Clean time requirement of ten (10) years continuous abstinence from all drugs.
- C. To chair in an orderly manner, all meetings of the subcommittee with a general understanding of Robert's Rules of Order, and to prepare reports in conjunction with the secretary for inclusion in the Forum section of the USSCNA.org website.
- D. To ensure proper and speedy communications of all work being done by the subcommittee and to stay in regular contact with subcommittee members.
- E. May create an ad hoc committee as needs arise.

- F. To prepare a budget with the vice-chair and the Guardian member, along with the subcommittee to be submitted for approval by the USSCNA each business year.
- G. To prepare an agenda of business with the vice chair for each subcommittee meeting.
- H. Should display their spiritual integrity and fidelity by applying the principles of the Twelve Steps, the Twelve Traditions and the Twelve Concepts of NA Service in their actions to seek and share the most complete information available, and work to further the group's well-being and the fellowship's common welfare.

Vice-Chair:

- A. Nominated from the current subcommittee. Term is to be for three (3) years.
- B. Clean time requirement of ten (10) years continuous abstinence from all drugs.
- C. Works closely with the chair and coordinates activities of those responsible to the subcommittee, seeing that all members submit regular reports of their activities.
- D. Presides over subcommittee meetings when the chair is unavailable.
- E. Assists chair and Guardian member(s) in preparing a budget to be submitted for approval by the body of the USSCNA.
- F. Should display their spiritual integrity and fidelity by applying the principles of the Twelve Steps, the Twelve Traditions and the Twelve Concepts of NA Service in their actions to seek and share the most complete information available, and work to further the group's well-being and the fellowship's common welfare.

Secretary:

A. Elected by simple majority of the full Technology Subcommittee. Clean time requirement of ten (10) years. Term is to be for three (3) years. B. Responsibilities:

1. Maintain the contact list of all Technology Subcommittee members.
2. Take minutes on the Technology Subcommittee conference calls.
 - a. All communication of conference calls shall be recorded and held in archives for future use.
 - b. Minutes will be made available in electronic form on the USSCNA Forum within 72 hours for approval by the Technology Subcommittee. If there are any corrections to be made, the Secretary will make said corrections and amend the minutes on the Forum.
 - c. Minutes will identify members by position only (No names).
3. Keeps a record of Agenda items for the Technology Subcommittee conference calls.
 - a. Agendas will be stored on the Forum and made available to the fellowship.
4. Secretary will read, and reply to all Technology Subcommittee e-mails sent to our email address: info@usscna.org.
5. Secretary will also include in her report to the Technology Subcommittee an account of all e-mail traffic.

Co-Secretary:

- A. Elected by simple majority of the full Technology Subcommittee. Clean time requirement of ten (10) years. Term is to be for three (3) years.
- B. Assist Secretary in any and all of their duties.
- C. In the absence of the Secretary, assumes their responsibilities.

Web Coordinator:

A. Qualifications:

1. Nominated and elected from within the Technology Subcommittee for an indefinite term. A vote of acclamation to be held for each one (1) year period.
2. Minimum of five (5) years consecutive clean time.
3. Minimum of two (2) years involvement with any website subcommittee at the area or regional level.
4. Must demonstrate a working knowledge of the Twelve Traditions of NA and the Twelve Concepts for NA Service.
5. A working knowledge of the following:
 - a. Internet/worldwide web.
 - b. Fellowship Intellectual Property Trust.
 - c. NAWS Internet Technologies Section.
 - d. USSCNA Guidelines.
 - e. Have personal experience in writing the appropriate languages used in the USSCNA website.

6. Willingness and desire to serve.
7. Time and resources required to fulfill the requirements of the position.
8. Must be able to attend all USSCNA meetings at their own cost.
9. Must be able to attend all Technology Subcommittee meetings as scheduled.

B. Responsibilities:

1. Maintain a secure master file for all website passwords. All passwords will be updated as necessary by the USSCNA Technology Subcommittee as a whole.

Meetings & Membership

Meetings

- A. All meetings of the USSCNA Technology Subcommittee shall be posted on the forum or website in advance of the meeting. The regular Technology Subcommittee meeting should occur the same time and day, either, weekly, monthly, or bi-monthly. Any "special meetings" can be called by the chair and members should be notified as far in advance as possible by phone or email.

Membership

- A. Members of this Technology Subcommittee will be defined according to one or more of the following:
1. Chairperson (Elected by the USSCNA).
 2. Vice-Chairperson (Elected from within subcommittee).

3. Secretary (Elected from within subcommittee).
4. Co-Secretary (Elected from within subcommittee).
5. A representative of a Group, who has registered with our secretary, using a valid email address, who has been selected by that body which supports the USSCNA.
6. Those assigned to head specific projects as needed.
7. Those willing to help on various projects as needed.
8. Voting members (as defined under the Voting section).
9. Guardian Liaison (has no voting privilege).
10. Web-coordinator (Elected from within subcommittee).
11. Co-Web-Coordinator (Elected from within subcommittee).

Voting Participants & Procedures

Voting Membership

- A. The voting membership of the USSCNA Technology Subcommittee shall consist of registered members. The voting membership is as follows:
 1. USSCNA Technology Secretary.
 2. USSCNA Technology Co-Secretary.
 3. USSCNA Web-Coordinator.
 4. USSCNA Co-Web-Coordinator.
 5. Group representatives that are members of the Technology Subcommittee.
- B. All voting members will have equal rights of input and vote on decisions made by this subcommittee.

1. Representatives will be eligible to vote after attendance of two consecutive meetings.
- C. In the event there is a tie vote on any item, the motion is to be brought back to the floor for more discussion and then re-voted. After two ties the motion will fail due to lack of simple majority as defined in Robert's Rules of Order.

Technology Committee Agenda

Opening prayer

Roll call: Chair, Vice-chair, Secretary,
Co-secretary, Web-coordinator,
Guardian, Members

Reports:

- Secretary
- Website

Old Business:

New Business:

Next meeting:

Closing prayer: