



SERVICE POSITIONS FOR GROUPS

According to our Second Tradition, members who volunteer *“are but trusted servants; they do not govern.”* The following are suggested guidelines.

Chairperson

Qualifications

Each group decides whether or not a member needs to be abstinent from nicotine and for how long before taking any position. Each group also decides the length of the term of office. One suggestion is 3 to 6 months. Some groups have a weekly or monthly sign-up sheet for chairperson where a member can sign up in advance for the week or month of their choice.

Duties and Responsibilities

The chairperson can be responsible for arriving early to open the building, if required, or setting up the meeting area with literature or other items, such as chairs, tables, or refreshments. (Another member can also volunteer for providing this set-up service with a term length determined. However, all members present can help participate in setting up.)

The chairperson opens and closes the meeting and conducts all parts of the meeting format not assigned to others. The chairperson may solicit a topic for discussion (e.g., acceptance, gratitude) or a reading from our conference-approved literature (such as a chapter from [Nicotine Anonymous: The Book](#) on a Step/Tradition, a pamphlet, or a daily meditation from [A Year of Miracles](#)) or [Reflections on Freedom](#). The chairperson may also schedule a speaker. (For example, a member celebrating an anniversary or a member from another Nicotine Anonymous group.)

The chairperson may moderate (or delegate to a member) group conscience or business meetings on matters such as:

- the overall format the group wants for meetings
- the focus of a particular meeting (e.g., a topic, Step, or a speaker)

- whether such meetings are scheduled in advance (e.g., once a month)
- when and the manner in which to celebrate a member's abstinence anniversary (e.g., the first or last meeting of the month, or the next meeting after the anniversary date)
- qualifications and length of term for service positions (e.g., treasurer, secretary, literature arranger, anniversary chip distributor, phone/email list editor, refreshment set ups, and Intergroup Representative). Each of these positions could be held by an individual member or some positions could be combined among willing members
- an identifying name for the group

Any member may request the taking of a group conscience. Matters may be decided by group conscience, by steering committee, or by a regular business meeting. The chairperson may also be the secretary and treasurer in the beginning, if the membership is small or lacks continuity.

The chairperson needs to become familiar with all conference-approved literature and our definition of abstinence from nicotine (see pamphlet [Abstinence: What Is It?](#)). The chairperson should also take special care to uphold our [Twelve Traditions](#) (see page 27) and [Our Preamble](#).

Secretary

Qualifications

Each group decides whether or not a member needs to be abstinent from nicotine and abstinent for how long before taking any position. Each group also decides the length of the term of office. One suggestion is 3 to 6 months. Some groups have a weekly or monthly sign-up sheet for secretary where a member can sign up in advance for the week or month of their choice.

Duties and Responsibilities

The secretary initially informs other local groups, the regional Intergroup, and Nicotine Anonymous World Services of the day, time, and place of the meeting. The name, phone number, and mailing address (and e-mail if available) of a contact person for the group (secretary or other member) should also be provided. The secretary provides updates of this information when any changes occur. Use the enclosed World Services Meeting Change Form or the form on the fellowship website.

The secretary takes notes during the group business meeting and maintains a record of decisions made. They then inform the group during the “announcements” part of meetings. The secretary also can announce any upcoming Nicotine Anonymous events such as the dates/location of our annual [World Service Conference](#), regional Intergroup meetings/functions, or local group anniversaries.

The secretary can maintain a member phone/e-mail list and provide copies for members (especially newcomers).

The secretary could cooperate with the treasurer on ordering sufficient amounts of conference-approved literature, anniversary medallions (tokens/chips), or other supplies the group decides it wants. If the group decides to give a newcomer a packet of selected items, the secretary could assemble them. (A suggested packet is included in this kit.) The secretary can maintain a copy of the Materials to Start a Meet as part of the group’s literature collection for members to access and review.

The secretary (or another selected group member) attends Intergroup meetings. An Intergroup consists of representatives from individual groups in a local region. Often, meeting problems and other issues can be resolved at Intergroup meetings by sharing experience, strength, and hope with members from other meetings. Ideas and news are exchanged and Intergroup events are organized.

The secretary needs to become familiar with—and take special care to uphold—our Twelve Traditions and Our Preamble.

Treasurer

Qualifications

Each group decides whether or not a member needs to be abstinent from nicotine and for how long before taking any position. Each group also decides the length of the term of office. One suggestion is 3 to 6 months. Some groups decide a term of one year. Whenever possible, we suggest choosing a trusted member who has shown a consistent commitment to attend the meetings.

Duties and Responsibilities

The treasurer is responsible for keeping an accurate accounting of all group finances in accordance with the Seventh Tradition. When the group decides, the treasurer donates any surplus funds (beyond a prudent reserve of about two or three months of expenses) to the

regional Intergroup and to Nicotine Anonymous World Services. The treasurer is responsible for giving a treasury report periodically. We suggest the first meeting of every month.

The treasurer is responsible for collecting the weekly meeting contributions and funds from literature sales. Typically, groups offer the pamphlets for free. If the treasury has a sufficient balance, some groups offer our books at a reduced price.

From the group's income the treasurer pays all costs relating to meetings such as rent, literature, subscription to *Seven Minutes*, refreshments, any expenses incurred by the secretary, and donations to the regional Intergroup and World Services.

Some institutions (e.g., hospitals, community centers) do not want to receive rent from the group. Providing free literature to appropriate hospital programs or making periodic donations are some ways we can satisfy the essence of our Seventh Tradition. Such donations are not considered an endorsement of any such institution or organization.

The treasurer needs to become familiar with—and take special care to uphold—our Twelve Traditions and Our Preamble.

Key Person (in-person meetings)

If a door needs to be unlocked/locked to use a meeting space, a member (and a backup), needs to be responsible for the key. The key person should carry the phone/e-mail list in case they become unavailable to open up the meeting space, he/she can contact someone else to be responsible. The key person often serves as the person who sets up the meeting (i.e., putting out literature, arranging chairs, etc.). This could be the chairperson or other members.

Sponsors

Agreeing to be another member's sponsor is a position of service. Information about sponsorship can be found in the pamphlet, [To the Newcomer and Sponsorship](#), as well as in the [Newcomer's Booklet](#), and [Sponsorship in Nicotine Anonymous \(booklet\)](#).

Hosts (video meeting)

As a meeting administrator

- Opens the video room and enables other members to co-host such as the posting documents/readings on the screen
- Assists with members who may forget to mute, lower hand, or use first name only on screen
- Remove any outside disrupters to the meeting

Chairperson (video meeting)

Reads the meeting script, calls on members with raised hand, and may choose any additional reading from Nicotine Anonymous literature. Additional duties may vary due to group decisions.

Co-Host (video meeting)

Assists the Host with managing the meeting, such as lowering hands, muting, and member first names.

Screen Sharer (video meeting)

Posts any readings or other group information on the screen as called for in the script.

Intergroup Representative

An Intergroup (IG) consists of representatives from individual groups within a common meeting boundary, such as geographical, or technological and is registered with the Nicotine Anonymous World Services Office. IG representatives are elected volunteers who meet regularly to exchange ideas, news, and organize IG special events such as recovery retreats and marathons. It is optional for a group to be connected to an Intergroup. A group can ask to be invited into an existing Intergroup. Two or more independent groups can form a new Intergroup.

For additional information see the pamphlet, "*World Services, My Intergroup and Me.*"

A list of existing Intergroups can be found at:

<https://www.nicotine-anonymous.org/intergroups>.

For additional information about Intergroups see The Bylaws of Nicotine Anonymous at:

file:///C:/Users/check/Downloads/Bylaws%20Adopted%20April%202024_15-05-2024-6.pdf

Article V, Intergroups as well as Nicotine Anonymous World Services Policies and Procedures (P&P) at:

file:///C:/Users/check/Downloads/NicA%20Policies%20and%20Procedures%20Sept.%202024-9.pdf

Delegate

A delegate is an elected volunteer to be a group's representative with Nicotine Anonymous World Services for a one-year term and have voting rights at the annual World Services Conference. Information about delegates (<https://www.nicotine-anonymous.org/delegates>) is available on the Nicotine Anonymous website.