CARNA

HOSPITALS AND INSTITUTIONS

LIVE STREAM MEETING

POLICY

1. PURPOSE

To provide regularly scheduled H&I meetings via phone conference or web conference for persons whom cannot attend regularly scheduled NA meetings.

1. General Structure
	1. The Live Stream Meeting will be a service provided of the CARNA H&I Subcommittee
	2. Live Stream Meeting Chairs shall report all activities to the CARNA H&I subcommittee as stated under Live Stream Meeting Chair Duties and Responsibilities below
	3. All budgetary or matters of general business shall be decided upon in the CARNA H&I Subcommittee meeting
	4. The fee for the conference service shall be funded by CARNA H&I Budget line item xxx
2. Conference Service
	1. The CARNA H&I sub-committee has chosen uberconference.com for the teleconference. The account details are as follows:
		1. Username and Password will be supplied upon acceptance and election to the position of Live Steam Meeting Chair
			1. Call in phone number:

Access Code:

Web Link: [www.uberconference.com/CARNAH&ILiveStream](http://www.uberconference.com/CARNAH%26ILiveStream)

1. Live Stream Meeting Chair
	1. Duties and Responsibilities
		1. Gather NA members capable of sharing a clear and concise NA message to participate on conference calls
		2. Communicate meeting time and conference call in details with members at least 24 hours prior to the start of meeting
		3. Maintain the meeting format (Attachment 1) and the atmosphere of recovery on the teleconference
		4. Review H&I Do’s and Don’ts with callers
		5. Be familiar with the uberconference.com technology and capable of operating the teleconference with this service
		6. Able to serve as chair of the Live Stream Meeting for 1 year
		7. Train and mentor other NA members to be Live Stream Meeting Chairs
		8. Ensure all call in members maintain facility rules and regulations if applicable
		9. Report directly to the CARNA H&I Subcommittee at the regularly scheduled meeting per CARNA H&I Subcommittee policy.
			1. Written report must be submitted at each meeting
			2. Attendance at this meeting in person or via teleconference is mandatory
	2. Requirements
		1. 1 year clean time
		2. 6 months H&I experience
		3. Qualified as an H&I member for an Area within CARNA
			1. (2) Letters of reference must be submitted with nomination for the CARNA Subcommittee consideration
				1. (1) Of these letters should be from the H&I Chair of the Area served by nominated member
		4. Ability to access [www.uberconference.com/CARNAH&ILiveStream](http://www.uberconference.com/CARNAH%26ILiveStream) via computer
		5. Ability to effectively communicate with and solicit panel members for the Live Stream Meeting

ATTACHEMNT 1

CARNA Live Stream Meeting Format:

Pre Meeting:

To provide the best atmosphere possible please mute your telephones or computers unless called on to share by the chair. Please do not use blue tooth or speaker phones as the audio quality is poor.

Please speak clearly into your microphones and be aware of the time.

When you introduce yourself prior to sharing on your assigned topic please state your first name and that you are an addict. For those who choose also share the geographical area you are from and your clean time:

Eg: I am an addict named Chuck, I live in the Hampton roads area and I have 16 years clean…

Please be aware this meeting is being recorded and will be shared in the future with those in need.

Assign readings and topics prior to starting meeting. Make sure everyone is clear on his or her responsibilities.

Readings take approximately 10 minutes. If an additional reading is done the remainder of the time should be evenly distributed to members. Inform members of the allotted time for sharing. Stress the need of members to stay within the allotted time.

Cover H&I do’s and don’ts with participants

**Start meeting:**

Hi my name is Chuck and I am an addict.

I would like to welcome everyone to the Central Atlantic Region of Narcotics Anonymous Hospitals and Institutions Committee live stream meeting. We are gathered to share the life saving message of Narcotics Anonymous with fellow addicts who cannot attend our regularly scheduled meetings. We hope to share the atmosphere we experience in our regular meetings.

Can we please open this meeting with the serenity prayer?

Introduce caller for “Who is an Addict”

|  |  |
| --- | --- |
| Reading | Member |
| Who is an Addict? |  |
| What is the NA Program? |  |
| Why are we Here? |  |
| How it Works |  |
| The 12 Traditions |  |

Have a caller read the step, chapter or NA literature decided upon prior to the meeting.

|  |  |
| --- | --- |
| **Chosen Literature** | **Member to Read** |
| Example: Chapter 7 of the Basic Text | Bob |
|  |  |

Then callers share in order agreed upon at the beginning of the meeting.

|  |
| --- |
| **Order of Sharing** |
| **Number** | **Topic** | **Member** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

End meeting:

We have some simple suggestions for you upon release. Call an NA member and go to a meeting right away. Let the members in the meeting know that you are new to the area and would like help with your recovery.

For more information on recovery please visit [www.car-na.org](http://www.car-na.org), or call our help line (800) 777-1515 or write to Central Atlantic Region, P.O. Box 1959, Chesterfield, VA 23832

Read third paragraph page 87 of the basic text “We Do Recover”

End with the NA 3rd Step Prayer