

GROUP STRUCTURE

Organizing a Nar-Anon/Narateen Family Group

Organizing a group should be kept simple. Officers are elected by group conscience to serve for a period decided by the group, often from three to six months. Regular rotation of service positions gives all members the privilege of serving. Every group needs a meeting leader, sometimes called a chair. A small group will also need a member to act as secretary. The secretary often acts as treasurer until the group is large enough to divide duties among other members. Each group also has a group service representative who participates in the wider service organization of Nar-Anon. Officers are trusted servants, they do not govern.

Duties of Group Officers

Chair/Leader

- Plans meetings in advance
- Opens the meeting with a moment of silence followed by the group reciting the Serenity Prayer
- Reads the Newcomer's Welcome and Preamble
- Introduces speakers or announces the topic of the meeting
- Invites new members to share, e.g., last 15 minutes of meeting
- Helps establish committees, if these are necessary
- Can act as chair of the steering committee, when there is one

Secretary

- Handles all routine matters between the group and WSO including the annual group registration form which can be found at the end of this guide
- Handles any group correspondence
- Uses a home or other address to serve as a permanent mailing address
- Notifies WSO of any change in mailing address
- Notifies WSO when there is a change of group officers
- Keeps a current list of members' telephone numbers
- Makes announcements at meetings including the WSO's appeal for contributions
- Orders conference approved literature (CAL) for the group (this may also be done by the treasurer or a literature chair)

Treasurer (may also be the Group Secretary)

- Passes the Seventh Tradition basket at group meetings
- Reports expenses paid and donations collected to the group secretary to be entered in the group's record book
- Collects and disburses funds as necessary