The Group Booklet summarized

Introduction

- *The Group Booklet* explains that NA groups are self-governing.
- Groups conduct their affairs in ways that work for members without adversely affecting other groups or NA as a whole.
- Groups will develop their own identities and encourage unity rather than uniformity.
- They provide practical guidance on meetings, group business, problem-solving, and fulfill the primary purpose of carrying the message to the addict who still suffers.

What is an NA group? / What is a "home group"?

- When two or more addicts come together
- Carries the message through meetings
- Groups maintain connections to the wider Fellowship
- Six principles drawn from the Twelve Traditions
- Provides the foundation for the NA service structure
- A group is an entity and a meeting is an event
- A home group is where an NA member makes a personal commitment to support.
- Provides the member with a stable recovery base and the group with a core of committed members.
- Offers opportunities for service, participation in NA decision-making, and a practical way to contribute to NA unity.

Who can be a member?

- Anyone who has a desire to stop using.
- Access to meetings may be limited by circumstances (such as national borders or institutional regulations) rather than by the NA group itself.

What are "open" and "closed" meetings? / Where can we hold NA meetings?

- Closed meetings are for addicts or those who think they may have a drug problem.
- Open meetings welcome anyone and can provide opportunities for nonaddicts to observe or celebrate recovery.
- Groups are encouraged to find accessible, stable, public facilities and pay their own expenses (Seventh Tradition).
- Groups should consider if a facility could compromise their independent identity and whether the group's relationship with the facility is clearly defined.

What kind of meeting format can we use? / Developing your format

- Meeting formats can be a single format, rotating formats, or multiple formats within a large meeting.
- Sample meeting formats: participation, topic discussion, study, speaker, newcomer, and question-and-answer.
- Groups can adapt and experiment with meeting formats.

What kinds of literature should we use?

- Only NA-approved literature is appropriate for reading during NA meetings.
- Literature produced by other Twelve-Step fellowships or outside organizations should not be displayed or read at NA meetings. This implies affiliation or endorsement.

What is a group business meeting? / How does the work get done?

- Group business meetings address matters necessary to keep the group effective in carrying the recovery message.
- Business meetings are held separately from recovery meetings.
- Give members/trusted servants an opportunity to report, discuss concerns, and participate in the group.
- The Twelve Traditions and Twelve Concepts provide guidance with additional information available in NA literature.
- Service positions can strengthen members' recovery, but everyone can contribute through everyday tasks.

How do we choose group officers? / What officers does a group need? / Rotation and continuity

- When selecting an officer: maturity in recovery, familiarity with NA principles, consistent participation, and history of fulfilling service commitments.
- Groups may have different responsibilities and use different names for their trusted servants.
- Most common positions: secretary, treasurer, group service representative (GSR), and alternate GSR.
- Establish realistic terms of service and clean-time requirements for each.
- Rotation gives more members an opportunity to serve and brings diversity and fresh energy to group leadership.
- Experienced members provide continuity, institutional memory, and support for newer trusted servants.

What responsibilities does an NA group have?

- The group's most important responsibility is to fulfill its primary purpose by conducting meetings where addicts can share recovery in a welcoming atmosphere.
- Help members understand the Twelve Traditions and Twelve Concepts.

How can our group support other NA services?

- Groups carry the final responsibility and authority for the Fellowship's services.
- Support the service structure by selecting active GSRs and providing appropriate financial support.
- Groups pass surplus funds to area, region, and World Services after expenses and keeping a small emergency reserve.
- Fund flow: Groups contribute to the various levels of service. Areas serve as funnels for metro services and pass excess funds to region or World Services. Regions passing excess funds to World Services.

How can my group better serve our community?

- Groups serve community by providing addicts with support for recovery.
- Can work through area service committee or organize community outreach, particularly in smaller or newer NA communities.

How can our group solve its problems?

- Groups will encounter practical and interpersonal problems.
- Encouraged to rely on their own collective experience, group conscience, open-mindedness, accurate information, mutual respect, and healthy recovery rather than looking for a set of prescribed rules.
- NA literature and the experience of other groups (shared through area and regional service structures) can provide additional information and possible solutions when a group needs help.

Sample meeting format

- Meeting formats that groups can use exactly as is or change based on the needs of the group.

Starting a new group — A checklist

- Checklist to start a new group which is derived from the collective experience of NA groups.