

# **ORANGE COUNTY AREA LIAISON GUIDELINES – SPONSORSHIP BEHIND THE WALLS COMMITTEE**

## I. Area Liaison/Representative

### Qualifications:

1. Is affirmed by the OCANA committee.
2. Suggested to have two (2) or more years clean time.

### Responsibilities:

1. Should not miss more than two (2) consecutive Regional SBTW committee meetings, or OCANA meetings
  2. Be responsible for all correspondence OCANA to the Regional SBTW Committee (e.g. Sponsor reports, letters). Note: If the Liaison, for some reason, missed a SBTW Regional Committee meeting, the Liaison may receive the mail through a re-mail from the committee.
  3. Provides the SBTW Regional Committee meeting with updated reports on the names of Sponsors and who their Sponsees are, including updating the Sponsor Report Log Grid
  4. Shall maintain communication with all the Sponsors from OCANA on a regular basis.
  5. Shall pre-screen potential Sponsors as to their willingness to follow the Regional SBTW Guidelines and procedures, using the Sponsor Interview Form (see Attachment 2).
  6. Shall provide SBTW Regional Committee Guidelines to OCANA and follow those Guidelines and procedures, in conjunction with OCANA Guidelines.
  7. If necessary, may be removed by a simple majority vote of the Regional SBTW committee.
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## II. Sponsor

### Qualifications:

1. Complete abstinence from all drugs for two (2) years.
2. Must have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service.
3. Must only utilize the *NA Step Working Guides*, the *Narcotics Anonymous Basic Text*, *It Works How and Why*, *Just for Today*, and *The Guiding Principles: The Spirit of Our Traditions*.
4. It is suggested to be off parole/probation.
5. It is suggested to have had no convictions for at least one year.

### Responsibilities:

1. Must meet all of the requirements of the screening process.
2. Must read and sign the Correspondence Only Agreement.
3. Must have an NA Sponsor and carry a clear NA message.
4. A willingness and availability to reply to any letter within two weeks or less from the date the Sponsor receives the letter (refer to Attachment 3).
5. The Sponsor is responsible to report when he/she is no longer available to be a Sponsor to his/her assigned Sponsee(s) and to the SBTW Liaison
6. Must abide by the guidelines of the SBTW committee and the rules of the institutions.