**November 2020 Announcements**

* Keep Coming Back homegroup new meeting location-Bon Air United Methodist 1645 Buford Rd. Tuesdays @ 7:30pm
* Spiritual Connection homegroup new meeting location-Bon Air United Methodist 1645 Buford Rd. Saturdays @ 6:30pm
* Moment of Clarity homegroup new meeting location 21401 Hull St. Mosely, VA

**Please bring nominations for Policy Chair and Vice Chair. Qualifications and responsibilities are outlined below:**

**Vice Chairperson Qualifications: 1) suggested two years clean time 2) At least one year of ASC experience 3) Knowledge and understanding of the Twelve Steps and Traditions of NA 4) Has the willingness, time and resources to serve**

**Vice Chairperson Responsibilities: 1) Submits written and verbal report at ASC 2) Accepts duties of Chairperson in his/her absence 3) Monitors status of NDANA subcommittees by either attending committee meetings and/or talking to committee chairs 4) Fills in for NDANA Treasurer in case of their absence at ASC 5) Takes over – temporarily - Chairmanship of committees that lack Chairpersons and may fill in for NDANA ASC Treasurer or Secretary 6) Reviews the on-line checking account monthly 7) Is authorized to sign checks per the dual signature policy 8) Responsible for keeping keys to storage facility along with Campout Chair and Special Events Chair**

**Area Chairperson Qualifications: Suggested three years clean time ii) Previous experience as Vice-Chair or a previous term as Chair, or at least one year of service at the ASC level iii) Has a working knowledge of the Twelve Steps, Traditions, & Concepts of NA & NDANA ASC policy iv) Has the willingness, time and resources to serve New Dominion Policy Handbook 10 b)**

**Area Chairperson Responsibilities: Submits written and verbal report at ASC ii) Arranges the location of ASC iii) Unlocks and locks ASC meeting place, or else assigns someone to do it iv) Appoints Ad-Hoc Committee & Chairpersons v) Participates in ASC Policy Committee meetings vi) Leads ASC meeting and maintains order and direction of meeting, does not however offer opinions on Motions, Money Matters, or Elections (unless the Chairperson steps down and turns meeting over the rest of the ASC meeting to the Vice-Chair) vii) If unable to attend ASC notifies Vice-Chair as soon as possible viii) Receives motion forms from Vice-Chair on New Business and Money Matters after review by the Policy Chair ix) Reviews the on-line checking account monthly x) Is authorized to sign checks per the dual signature policy xi) Prepares Monthly Agenda**

**Literature Chair Qualifications**: **Suggested two years clean time ii) Has the willingness, time and resources to serve iii) Working knowledge of the Twelve Steps and Traditions of NA iv) Previous experience as a Literature committee member**

**Literature Chair Qualifications:** **Gives verbal and written report at ASC and if unable to attend ASC sends someone - preferably a committee member - to ASC with one ii) Organizes, sets time, and leads committee meetings iii) Has knowledge of Literature Handbook published by the WSO iv) Keeps records of literature sales & back orders and places literature order to replenish literature stockpile v) Makes copies of “Literature Order Forms”, pays shipping expenses and buys supplies out of pre-approved budget vi) Maintains a stockpile of at least $2500.00 worth of literature New Dominion Policy Handbook 14 vii) Accepts literature orders by phone, e-mail, or in person by the designated cut-off date viii) Confirms literature payments and turns over money orders for literature purchases to the Treasurer or Vice Treasurer during ASC ix) A copy of the literature order receipt(s) for the prior month shall be provided to the Treasurer at each ASC**

**Area Secretary Qualifications: Suggested two years clean time ii) Able to take accurate minutes, have clerical/computer skills, and access to necessary equipment iii) Experience at ASC level or as Group Secretary iv) Working knowledge of the Twelve Steps and Twelve Traditions of NA v) Has the willingness, time and resources to serve**

**Area Secretary Responsibilities:** **Passes out and collects attendance/address/phone/e-mail list at ASC ii) Produces ASC minutes and emails, mails and posts to the rvana.org website no later than the fourth Sunday of each month iii) Posts minutes on NDANA website as “Unapproved” as soon as compiled, and repost approved minutes as “Approved” once approved iv) Adds any needed corrections to the previous month’s ASC minutes v) Gives verbal and written report at ASC vi) Calls Vice-Chair if unable to attend ASC vii) Collects Group, Committee, and Executive committee reports viii) Creates a document which lists the new Executive committee members, which would include the Secretary, Treasurer, Vice Treasurer, Vice Chair and Chairperson and then include this document in the December minutes for official record, providing official documentation for Bank’s signature card**

**Celebrations!!**

Lacrissa M celebrates 4 years Nov. 9th @ Moment of Clarity

Russell M celebrates 3 years Nov. 30th @ Moment of Clarity

Jay A celebrates 7 years Nov. 28th @ Raw Recovery

John A celebrates 1-year Nov. 11th @ Simplicity