**January 2021 Announcements**

* Any Lengths could really use the help with people chairing the meeting. They need people at noon and 8pm.
* Sunday Hope can fit up to 50 addicts, 25 people in 2 rooms.
* Survivors can fit up to 50 addicts, 25 people in 2 rooms.

**Old Business: N/A**

**Elections**

**Please bring nominations for Area Chair, Area Vice Chair, Area Secretary, and Literature 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**

**Secretary Qualifications: 1) Suggested two years clean time 2) Able to take accurate minutes, have clerical/computer skills, and access to necessary equipment 3) Experience at ASC level or as Group Secretary 4) Working knowledge of the Twelve Steps and Twelve Traditions of NA 5) Has the willingness, time and resources to serve**

**Secretary Responsibilities: 1) Passes out and collects attendance/address/phone/e-mail list at ASC 2) Produces ASC minutes and emails, mails and posts to the rvana.org website no later than the fourth Sunday of each month 3) Posts minutes on NDANA website as “Unapproved” as soon as compiled, and repost approved minutes as “Approved” once approved 4) Adds any needed corrections to the previous month’s ASC minutes 5) Gives verbal and written report at ASC 6) Calls Vice-Chair if unable to attend ASC 7) Collects Group, Committee, and Executive committee reports 8) 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**

**RCM Chairperson Qualifications:** 1) Suggested three years clean time 2) Has the willingness, time and resources to serve 3) Experience as RCM Alternate or GSR 4) Working knowledge of the Twelve Steps, Traditions, and Concepts of NA.

**RCM Chairperson Responsibilities:** 1) Gives written and verbal report at ASC 2) Attends all Regional Service Conferences 3) Updated meeting lists information with CARSC 4) Makes report on RSC motions, votes, and activities and communicates them with the ASC 5) Takes NDANA contribution to the CARSC if NDANA Treasurer doesn’t mail it directly to region 6) Keeps ASC informed of activities going on in other Area’s in the Central Atlantic Region, and informs the RSC of activities in NDANA 7) Helps RCM Alternate get acquainted with duties and responsibilities of the position

**RCM Chairperson Alternate Qualifications:** 1) Suggested Two years clean time 2) Has the willingness, time and resources to serve 3) Experience as a GSR or GSR Alternate 4) Working knowledge of the Twelve Steps and Traditions of NA

**RCM Chairperson Alternate Responsibilities:** 1) Gives written and verbal report at ASC 2) Becomes familiar with duties of RCM 3) Attends all Regional Service Conferences 4) Fills in for RCM in their absence.

**Hospitals and Institutions Chairperson Qualifications:** 1) Suggested two years clean 2) Has the willingness, time and resources to serve 3) Working knowledge of the Twelve Steps and Traditions of NA 4) Previous experience as H&I committee member

**Hospitals and Institutions Chairperson Responsibilities:** 1) Gives verbal and written report at ASC and if unable to attend ASC sends someone - preferably a committee member - to ASC with one 2) Organizes, sets time, and leads committee meetings 3) Becomes knowledgeable of procedures and policies outlined in the H&I Handbook published by the WSO 4) Prepares presentations to give to facilities about the H & I committee New Dominion Policy Handbook 15 5) Oversees the management of the H&I budget 6) Orders, and disperses literature, chips, newsletters, and meeting lists to committee members 7) Visits the various H&I meetings periodically to monitor and evaluate meetings 8) Submits H&I literature order invoice directly to ASC Treasurer for payment ix) Reports total number of H&I commitments and facilities served to RCM at the beginning of each monthly ASC

**New Business**

**Motion:** we request Area to provide a blanket liability insurance policy to cover New Dominion NA meetings

**Intent:** to prevent NA OR new Dominion area from being sued in the event someone gets injured during a meeting. HISTORY--there's precedent~~ other areas and regions routinely provide liability insurance to cover meetings.

**Outcome:** motion to refer was recommended by Ed C., Butch N. 2nd, to create an AD-HOC subcommittee to research insurance options and information. This ad-hoc sub-committee will be for the duration of 90 days. Christian F volunteered to be the head of this AD-Hoc.

**Regional Motions**

**N/A**

**Money Matters**

**N/A**

**Open Forum**

**N/A**

**Announcements**

Richard S., this upcoming weekend Regional Subcommittee, policy at 10am, then H&I, and PR afterwards. Please join in if you are looking for service, it’s good way to serve.

**Celebrations!!**

Ron H. celebrates his 1st year in recovery on January 21st at High Hopes

Mike E will celebrate 27 years on January 24th at Living Clean

Robin B celebrates 15 years on February 4th at Spiritual Connection

Susan S celebrates 10 years on February 6th at Spiritual Connection

Netty will celebrate 2 years on February 7th at Living Clean

Sam S will celebrate his 1st year of recovery on Feb 7th