

## December 2021 Announcements

### Old Business:

N/A

### Elections:

Coleen C. elected as Vice Chair.

Stacey T. will continue as Literature Chair (Pro Temp)

Mary R. elected as Secretary.

Allison R. will continue as Chair (Pro Temp).

Please bring nominations for Chair, and Literature Chairs. Regional Committee Member (RCM), RCM Alternate, Special Events Chair, Hospitals & Institutions Chair. Qualifications and responsibilities are outlined below:

### Chairperson Qualifications:

- 1) Suggested three years clean time
- 2) Previous experience as Vice-Chair or a previous term as Chair, or at least one year of service at the ASC level
- 3) Has a working knowledge of the Twelve Steps, Traditions, & Concepts of NA & NDANA ASC policy
- 4) Has the willingness, time and resources to serve

### Chairperson Responsibilities:

- 1) Submits written and verbal report at ASC
- 2) Arranges the location of ASC
- 3) Unlocks and locks ASC meeting place, or else assigns someone to do it
- 4) Appoints Ad-Hoc Committee & Chairpersons
- 5) Participates in ASC Policy Committee meetings
- 6) 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)
- 7) If unable to attend ASC notifies Vice-Chair as soon as possible
- 8) Receives motion forms from Vice-Chair on New Business and Money Matters after review by the Policy Chair
- 9) Reviews the on-line checking account monthly
- 10) Is authorized to sign checks per the dual signature policy
- 11) Prepares Monthly Agenda

### Literature Committee Chairperson Qualifications:

- 1) Suggested two years clean time
- 2) Has the willingness, time and resources to serve
- 3) Working knowledge of the Twelve Steps and Traditions of NA
- 4) Previous experience as a Literature committee member

### Literature Committee 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) Has knowledge of Literature Handbook published by the WSO
- 4) Keeps records of literature sales & back orders and places literature order to replenish literature stockpile
- 5) Makes copies of "Literature Order Forms", pays shipping expenses and buys supplies out of pre-approved budget
- 6) Maintains a stockpile of at least \$2500.00 worth of literature
- 7) Accepts literature orders by phone, e-mail, or in person by the designated cut-off date
- 8) Confirms literature payments and turns over money orders for literature purchases to the Treasurer or Vice Treasurer during ASC
- 9) A copy of the literature order receipt(s) for the prior month shall be provided to the Treasurer at each ASC

Area Service Committee positions up for Nominations in January.

### Regional Committee Member 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

### Regional Committee Member 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

### Regional Committee Member 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

### Regional Committee Member 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

### Special Events Committee Chairperson Qualifications

- 1) Suggested two years clean time
- 2) Has the willingness, time and resources to serve
- 3) Working knowledge of the Twelve Steps and Traditions of NA
- 4) Previous experience as Special Events Committee member

### Special Events Committee 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) Has an annual (Jan. 2 to Jan. 1 Special Events fiscal year) budget plus additional seed money to put on events to be accounted for at the end of the fiscal year. This means that once the annual budget has been exhausted no more money is available until the next Jan. ASC
- 3) Any profits from Special Events shall be returned to ASC and given to the NDANA Treasurer no later than the end of the S. E. Comm. term at Jan. ASC
- 4) Sets up and takes down the ASC meeting and provides coffee and supplies. Any expenses related to coffee and supplies shall be addressed in Money Matters at the ASC
- 5) Organizes, sets time, and leads committee meetings
- 6) Responsible for keeping keys to storage facility along with Vice Chair and Campout Chair
- 7) Shall contact Richmond and Tri-Cities Special Events Chairs in June 2023 regarding jointly hosting a 45th birthday celebration of Metro Richmond NA in May of 2024. An effort to jointly host this event will be undertaken every 5 years thereafter.
- 8) Shares responsibility for inventory storage with Campout Committee Chairperson (10/10/21)
- 9) Shares responsibility for maintaining inventory log at storage unit with Campout Committee Chairperson (10/10/21)
- 10) Shares responsibility for inventory audits twice yearly prior to February and July ASC with Campout Committee Chairperson (10/10/21)

### Hospitals & Institutions Committee 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 & Institutions Committee 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
- 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
- 9) Reports total number of H&I commitments and facilities served to RCM at the beginning of each monthly ASC

**New Business:**

NA

**Regional Motions**

NA

**Money Matters**

N/A

**Open Forum:**

**Announcements:**

**Holiday Parties**

- Friday Night Alive is having a Holiday Open House at 5:30 p.m., December 17<sup>th</sup>.
- Living Clean will be hosting our annual eating meeting December 26<sup>th</sup>.
- Moment of Clarity will be having a Holiday Open House on 12/21/21 at 5:30 p.m. Eating will start at 5:30 p.m. and meeting at 7:00 p.m. Bring a dish. Families are welcome.
- Recovery Rockstars is hosting a Holiday Open House, 12/21/21, 6-8p.m.
- Simplicity is hosting a Holiday Open House 7pm, December 18<sup>th</sup>.
- YPNA is having a speaker jam 12/24th, 8 p.m.-9 p.m., followed by a New Year's Eve Dance, 9:00 p.m. until 1:00 a.m.

**Celebrations**

- Larry R. celebrates 31 years on Wednesday, December 22<sup>nd</sup>, 2021, at 7:00 p.m. at Another Chance.

- Linda C. celebrating 37 years 1/3 at Friday Night Alive
- Jay T., celebrates 2 years Monday, December 20<sup>th</sup> at 7pm at Just For Today
- Jay G. celebrates 2 years Saturday, December 18<sup>th</sup> at Hug Dealers
- Papa John celebrates 20 years, Sunday, December 26<sup>th</sup>, at 7pm at Living Clean.
- Jenny M. celebrating 6 years on Jan 4<sup>th</sup>, 2022, at Moment of Clarity.
- Robin R. celebrating 8 years 12/21/21, at Recovery Rockstars.
- Connor C. celebrating 4 years December 29<sup>th</sup>.
- Paige P. celebrating 3 years on January 3<sup>rd</sup>.
  
- Richmond Area is in need of workshop chairs and speakers.
  - Workshop chair minimum qualifications is 5 years.
  - Speaker minimum qualifications is 10 years.