

December 2021 Announcements

Old Business:

N/A

Elections:

Stacey T. elected as Literature Chairperson

Richelle H. elected as Special Events Chairperson

Tina S. elected as H&I Chairperson

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

Please bring nominations for Chair, Regional Committee Member (RCM), RCM Alternate, VRCC Director, VRCC Director, Alternate, Treasurer, and Vice Treasurer.

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

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

VRCC Director Qualifications

- 1 Suggested three years clean time
- 2) Has the willingness, time and resources to serve
- 3) Working knowledge of the Twelve Steps, Traditions and Concepts of NA

VRCC Director Responsibilities

- 1) Gives written and verbal report at ASC
- 2) Has knowledge of VRCC guidelines
- 3) Attends all VRCC meetings
- 5) Prepares report on VRCC motions, activities, and votes and brings report back to ASC
- 6) Notifies VRCC Alternate when attendance at VRCC meeting isn't possible

VRCC Alternate Director 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

VRCC Alternate Director Responsibilities

- 4) Gives written and verbal report at ASC
- 5) Gains knowledge of VRCC guidelines and the duties of the VRCC Director
- 6) Attends all VRCC meetings
- 7) Takes VRCC Director's place in case of his/her absence

Treasurer Qualifications

- 1) Suggested three years clean time
- 2) Previous experience as Group treasurer or in financial matters and has the ability to keep accurate records
- 3) Working knowledge of and access to a computer that runs Microsoft Excel
- 4) Working knowledge and understanding of the Twelve Steps and Traditions of NA
- 5) Employed and financially stable
- 6) Has the willingness, time and resources to serve

Treasurer Responsibilities

- 1) Maintains NDANA checking account, brings checkbook and records to each ASC, and issues checks for approved expenses
- 2) Reviews on-line checking account with chair or vice chair at least once per month
- 3) Provides a fiscal statement which includes balances and all transactions in the checking account monthly as well as the current accrued balances available to each subcommittee
- 4) Collects group donations at ASC
- 5) Validates monthly literature receipt(s) and deposits literature proceeds
- 6) Provides verbal and written report at ASC See APPENDIX VI
- 7) Performs an account audit between the January ASC and February ASC with the NDANA Executive Committee and has account in order for easy transition to next Treasurer.
- 8) Presents a "fiscal year close out report" at the February ASC which includes total amount of 7th tradition income, literature income, subcommittee expenses, misc. expenses (money matters etc.), and anything else that would assist the ASC in evaluating and making recommendations for changes to the operating budget
- 9) Submits donations to Regional and World service per policy
- 10) Maintains subcommittee budgets (annual budget, year-to-date accrued, year-to-date spent, year-to-date returned, available budget and remaining un-accrued)
- 11) Pays 1/3 of the Unified Phone Line budget
- 12) Pays rent monthly to the host of ASC, based on agreed amount
- 13) Ensure all checks have dual signatures per policy
- 14) Responsible for making payments to storage facility

New Business:

NA

Regional Motions

NA

Money Matters

N/A

Open Forum:

Announcements:

- H&I need a nomination for Regional Representative.
- Campout Committee is in need of volunteers.
- Outreach needs a Vice-Chair.
- Spiritual Breakfast is March 12, 2022, M3 Church, 3300 Old Courthouse Rd.
- February 26th Bingo Event at Hatcher Memorial Church. See Flyer
- ECCNA25 Hospitality is looking for donations of coffee, and to borrow coffee urns (that will be returned)
- Not High Noon is in need of Black Key Taggers
- Strength in Diversity is a new meeting. Wed, 6:30 – 7:30pm
- Veterans in Recovery is looking for Speakers. Contact Chelsea R. or Rob S.