

October 2022 Back to Home Groups

Old Business:

N/A

Elections:

October we will continue to have elections for Regional Committee Member, Alternate.

a) Regional Committee Member Alternate Qualifications

- i) Suggested Two years clean time
- ii) Has the willingness, time, and resources to serve
- iii) Experience as a GSR or GSR Alternate
- iv) Working knowledge of the Twelve Steps and Traditions of NA

b) Regional Committee Member Alternate Responsibilities

- i) Gives written and verbal report at ASC
- ii) Becomes familiar with duties of RCM
- iii) Attends all Regional Service Conferences
- iv) Fills in for RCM in their absence

November we will have elections for Area Vice-Chair.

c) Vice Chairperson Qualifications

- i) Suggested two years clean time
- ii) At least one year of ASC experience
- iii) Knowledge and understanding of the Twelve Steps and Traditions of NA
- iv) Has the willingness, time and resources to serve

d) Vice Chairperson Responsibilities

- i) Submits written and verbal report at ASC
- ii) Accepts duties of Chairperson in his/her absence
- iii) Monitors status of NDANA subcommittees by either attending committee meetings and/or talking to committee chairs
- iv) Fills in for NDANA Treasurer in case of their absence at ASC
- v) Takes over – temporarily - Chairmanship of committees that lack Chairpersons and may fill in for NDANA ASC Treasurer or Secretary
- vi) Reviews the on-line checking account monthly
- vii) Is authorized to sign checks per the dual signature policy
- viii) Responsible for keeping keys to storage facility along with Campout Chair and Special Events Chair

December we will have elections for: Literature Chair, Area Secretary, & Area Chair.

1) Trusted Servant Qualifications and Responsibilities

a) Literature Subcommittee Chairperson Qualifications

- i) 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

b) Literature Subcommittee Chairperson Responsibilities

- i) 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
- 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

c) Secretary Qualifications

- i) 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

d) Secretary Responsibilities

- i) Passes out and collects attendance/address/phone/email 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
- ix) In the case ASC must be held on video chat, secretary may record the meeting with the understanding that the recording will be deleted immediately afterwards. Recording will be announced before the start of the meeting to make everyone aware. (8/14/20)

e) Chairperson Qualifications

- i) 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

f) Chairperson Responsibilities

- i) 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

New Business

N/A

Regional Motions

N/A

Money Matters

N/A

Open Forum:

N/A

Announcements:

Special Events is hosting H & I Metro Learning Day. It will be November 19th, 2022, 11am-2pm, at 3300 Old Courthouse Road. N. Chesterfield, VA, 23236. Come join us for free food, fellowship, and speakers sharing their experience, strength, and hope. Join us to hear more about carrying the NA message into jails, hospitals, and institutions.

Special Events is hosting a New Year's Day Luncheon from 2pm to 4pm at 3300 Old Courthouse Rd., N. Chesterfield, VA 23236. Free Food, Speakers, and Fellowship.

Holiday Open House Announcements will be posted on Facebook. Send a friend request and so you can post information for your Holiday Open House.

Desire meets Tuesdays at 6:30p.m. in Crewe, VA

Who's An Addict needs black key taggers.

RAW meeting of NA Wednesday nights at 7pm at 6020 Midlothian Tnpk in need of support.

MFS needs support.

Outreach meets the third Monday at 6:30pm at Candelas on Midlothian

Regional:

Region subcommittees meets the 3rd Saturday of the odd numbered months at 10am on Zoom ID 303 156 278.

Region meets the 3rd Saturday of the month at 10am on even numbered months on Zoom ID 304 156 277.

Special Events meets at 1pm, at Hatcher Memorial Church before Area Service

H&I meets at 2pm, at Hatcher Memorial Church before Area Service in the small meeting room

Area Service Committee meets at 3:30pm in the large room the 2nd Sunday of the month.