

December 2022 Back to Home Groups

Old Business:

N/A

Elections:

Coleen C was elected as Vice-Chair.

Chelsea R. was elected as Area Secretary.

Marcus E. was elected as RCM, Alt.

We will have elections this month for Regional Committee Member, Alternate, Area Chair, Secretary, Campout Subcommittee Chair, and Literature Subcommittee Chair.

Regional Committee Member, Alt.: Marcus E. volunteered. It was noted that this position comes up for the annual scheduled nomination, along with the Regional Committee Member, in January.

Campout Subcommittee Chair nominations were received for Tina S. and Howard. A 2/3 majority vote is needed to be elected. No one received enough votes to meet quorum, therefore, Ben F. continues to pro temp until a chair is elected.

Literature Subcommittee Chair had no nominations. Stacey T. will continue to pro temp.

Area Secretary nominations were received for Chelsea R. She was elected as Secretary.

Coleen C. was re-elected as Area Chair.

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January 15, 2023, we will continue to have elections for Regional Committee Member, Regional Committee Member-Alternate, Alternate, Area Subcommittee Literature Chairperson, Area Subcommittee Campout Chairperson, Special Events Subcommittee Chairperson, and Hospitals & Institutions Subcommittee Chairperson.

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

Literature Subcommittee 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 Subcommittee 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

Campout Subcommittee Chairperson Qualifications

- 1) Suggested two years clean time

- 2) Has the willingness, time, and resources to serve
- 3) Previous experience working on the Campout committee

Campout Subcommittee Chairperson Qualifications

- 1) Gives verbal and written report at ASC and if unable to attend sends
- 2) someone - preferably a committee member – to ASC with one
- 3) Locates and puts deposit for next year's campout weekend
- 4) Is provided with an annual budget and seed money. Money from the budget can be used as a deposit for next year's reservation after current year's campout takes place
- 5) Shall put on campout reserved the previous year, but to happen no later than Labor Day weekend
- 6) Organizes, sets time, and leads committee meetings
- 7) Additional money accumulated after campout will be used for
- 8) Merchandise for the following year's campout
- 9) Shares responsibility for inventory storage with Special Events
- 10) Chairperson (10/10/21)
- 11) Responsible for finding, keeping, and maintaining contract for storage facility (6/8/18)
- 12) Shares responsibility for maintaining inventory log at storage unit with Special Events Chairperson (10/10/21)
- 13) Shares responsibility for inventory audits twice yearly prior to February and July ASC With Special Events Chairperson (10/10/21)
- 14) Responsible for keeping keys to storage facility along with Vice Chair and Special Events Chair (6/8/18)

Special Events Subcommittee Chairperson Qualifications

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

Special Events Subcommittee 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) Proceeds from a Special Event must be turned into the Area Treasurer within 30

days of the hosted event and placed into the Special Events account. Escrow monies can be used for the purchase of approved items to support subsequent Campouts. Approved purchases include reservations, equipment, entertainment, food, and supplies. Any items purchased that are non-perishable shall be kept in the Area storage and inventoried.

4) 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

5) 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

6) Organizes, sets time, and leads committee meetings

7) Responsible for keeping keys to storage facility along with Vice Chair and Campout Chair

8) 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.

9) Shares responsibility for inventory storage with Campout Committee Chairperson (10/10/21)

10) Shares responsibility for maintaining inventory log at storage unit with Campout Committee Chairperson (10/10/21)

11) Shares responsibility for inventory audits twice yearly prior to February and July ASC with Campout Committee Chairperson (10/10/21)

Hospitals & Institutions Subcommittee Chairperson Qualifications

- i) Suggested two years clean
- ii) Has the willingness, time and resources to serve
- iii) Working knowledge of the Twelve Steps and Traditions of NA
- iv) Previous experience as H&I committee member

Hospitals & Institutions Subcommittee Chairperson Responsibilities

- v) Gives verbal and written report at ASC and if unable to attend ASC sends someone - preferably a committee member - to ASC with one
- vi) Organizes, sets time, and leads committee meetings
- vii) Becomes knowledgeable of procedures and policies outlined in the H&I Handbook published by the WSO
- viii) Prepares presentations to give to facilities about the H & I committee
- ix) Oversees the management of the H&I budget
- x) Orders, and disperses literature, chips, newsletters, and meeting lists to committee members
- xi) Visits the various H&I meetings periodically to monitor and evaluate meetings
- xii) Submits H&I literature order invoice directly to ASC Treasurer for payment
- xiii) Reports total number of H&I commitments and facilities served to RCM at the beginning of each monthly ASC

Nominations in February will be for VRCC Director, VRCC Director Alternate, Treasurer, & Vice Treasurer.

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
4. Prepares report on VRCC motions, activities, and votes and brings report back to ASC
- 5) 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 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

Vice Treasurer Qualifications

- 1) Suggested two years clean time
- 2) Previous experience as Group Treasurer or in financial matters, and has the ability to keep accurate records
- 3) Basic 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

Vice Treasurer Responsibilities

- 1) Collects group donations and literature income at ASC
- 2) Provides verbal and written report at ASC in the absence of the Treasurer
- 3) Participates in the account audit between the January ASC and February ASC with the NDANA Executive Committee
- 4) In the absence of the Treasurer, ensures all checks have dual signatures per policy

Regional Motions:

N/A

Open Forum:

N/A

Announcements:

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.

First campout event April 28-30th, 2023, at Zenrenity Farms, 549 Old Columbia Rd. Goochland
The second campout will be at Christopher Run campground July 28-30, 2023.