

New Dominion Area Service

December 2023 Agenda

Open with the Serenity Prayer

Read: Area Purpose

Traditions

Concepts

At this time please submit all new motions and money matters to Policy Chairperson.

Reports:

Position	Written	Emailed	Verbal
Chair			
Vice Chair			
Secretary			
Treasurer			
Vice Treasurer			
RCM			
RCM Alternate			
VRCC			
VRCC Alt			

Subcommittees:

Position	Written	Emailed	Verbal
Campout			
H&I			
Literature			

Outreach			
Policy			
Public Relations			
Special Events			
AD HOC GSR Learning Day			
AVCNA Chair			
AD HOC Treasurer Policy			

Any New GSRs? Welcome! Hand out GSR info. Advise how to fill out Money orders

Group Reports and donations. (Any new groups?)

Vice Chairperson establishes quorum of 17 voting GSRs

Approval of September 2023 minutes

Old Business:

**Motion 11-23-1**

Motion: To change storage budget from \$1,320 to \$2,040

Intent: To acquire a larger, climate controlled storage unit. Current unit is 5'x8' new unit would be 10'x10'

Made by: Robert C

Seconded by: Howard H

Outcome: Passed

New Business:

- a) **Chairperson Qualifications**
- i) Suggested three years clean time
- ii) Previous experience as Vice-Chair or a previous term as Chair, or at least ne 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

- **b) 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
- xi) Prepares Monthly Agenda
- **i) 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
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- **j) 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)
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- **s) 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
- **t) 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
- January Elections: RCM, RCM Alt, Special Events and H&I Chair
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Regional Motions:

None at this time

Money Matters:



Open Forum:

Announcements:

Close with Serenity Prayer