

October 2023 Back to Home Groups

Elections: TO BE ELECTED IN December

a) 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

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

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)

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

Area Motions:

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

Regional Motions:

None at this time

Open Forum:

For ASC to make it possible to make regular donations to VRCC for this and future AVCNAs.

Subcommittee Meeting Information :

- **CAMPOUT:** Meets the Tuesday before area of every month 5:45 pm at Tomahawk Baptist Church
- **H&I:** Meets the 2nd Sunday of every month 2pm at Hatcher Baptist Memorial
- **Outreach:** Meets the 3rd Monday of every month 6:30pm at Candelas on Midlothian