

January 2024 Back to Home Groups

Elections: TO BE ELECTED IN FEBRUARY

Regional Committee Member Alternate

m) 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

n) 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

Virginia Regional Convention Committee Director

o) VRCC Director Qualifications

- i) Suggested three years clean time
- ii) Has the willingness, time and resources to serve
- iii) Working knowledge of the Twelve Steps, Traditions and Concepts of NA

p) VRCC Director Responsibilities

- i) Gives written and verbal report at ASC
- ii) Has knowledge of VRCC guidelines
- iii) Attends all VRCC meetings
- iv) Prepares report on VRCC motions, activities, and votes and brings report back to ASC
- v) Notifies VRCC Alternate when attendance at VRCC meeting isn't possible

Virginia Regional Convention Committee Director Alternate

q) VRCC Director Alternate 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

r) VRCC Director Alternate Responsibilities

- i) Gives written and verbal report at ASC
- ii) Gains knowledge of VRCC guidelines and the duties of VRCC Director
- iii) Attends all VRCC meetings
- iv) Takes VRCC Director's place in case of his/her absence

Treasurer

e) Treasurer Qualifications

- i) Suggested three years clean time
- ii) Previous experience as Group treasurer or in financial matters and has the ability to keep accurate records
- iii) Working knowledge of and access to a computer that runs Microsoft Excel
- iv) Working knowledge and understanding of the Twelve Steps and Traditions of NA
- v) Employed and financially stable

vi) Has the willingness, time and resources to serve

f) Treasurer Responsibilities

- i) Maintains NDANA checking account, brings checkbook and records to each ASC, and issues checks for approved expenses
- ii) Reviews on-line checking account with chair or vice chair at least once per month
- iii) Provides a fiscal statement which includes balances and all transactions on the checking account monthly as well as the current accrued balances available to each subcommittee
- iv) Collects group donations at ASC
- v) Validates monthly literature receipt(s) and deposits literature proceeds
- vi) Provides verbal and written report at ASC See Appendix VI
- vii) 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.
- viii) Presents a “fiscal year close out report” at the February ASC which includes total 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
- ix) Submits donations to Regional and World service per policy
- x) Maintains subcommittee budgets (annual budget, year-to-date accrued, year-to-date spent, year-to-date returned, available budget and remaining un-accrued)
- xi) Pays ⅓ of the Unified Phone Line budget
- xii) Pays rent monthly to the host of ASC, based on agreed amount
- xiii) Ensure all checks have dual signatures per policy
- xiv) Responsible for making payments to storage facility

Vice Treasurer

g) Vice Treasurer Qualifications

- i) Suggested two years clean time
- ii) Previous experience as Group treasurer or in financial matters and has the ability to keep accurate records
- iii) Basic knowledge of and access to a computer that runs Microsoft Excel
- iv) Working knowledge and understanding of the Twelve Steps and Traditions of NA
- v) Employed and financially stable
- vi) Has the willingness, time and resources to serve

h) Vice Treasurer Responsibilities

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

Area Motions:

None at this time.

Regional Motions:

None at this time.

Announcements:

See upcoming elections above, under *Elections*.

Open Forum:

- If any areas need AVCNA shirts, see Jim C.
- Ad hoc committee created to facilitate communication and cooperation between Special Events and Campout.
- Thanks to all who volunteered at and attended the AVCNA Speaker Jam, it was a big success.
- Discussion on potentially creating a motion to move NDANA contracts under the Chair's name rather than the various individuals they're currently under.
- Discussion on beginning to review policy for any needed updates and/or clarifications.

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