

NOVEMBER 2024 Back to Home Groups

*******THERE IS A TON OF STUFF TO VOTE ON IN DECEMBER*******

Elections: TO BE ELECTED IN DECEMBER

Area Chairperson

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

Area Secretary

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.

Literature Chairperson

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– 2024.09.03 did not pass.

Several motions were submitted at ASC this month. Please see the email attachments or minutes for motion details. The following motions will be voted on in December:

Motion 11/24-1
Motion 11/24-2
Motion 11/24-3
Motion 11/24-5
Motion 11/24-6

Motion 11/24-7
Motion 11/24-8
Motion 11/24-9
Motion 11/24-11

*(Motion 11/24-4 was
tabled, and 11/24-10 &
11/24-12 not presented on
the floor)*

Regional Motions:

None.

Announcements:

Veterans in Recovery is changing their meeting time to 7pm-8pm instead of 8pm-9pm

Because of the amount of business we have to get through next month, we need GSRs to stay and vote.

If there is anything needing to be updated on RVANA.ORG under [“For Members > Get Involved! > Groups Needing Support”](#) please contact John M.

Open Forum:

It was stated that, “the people who voted against the motion today are gone.” It was also pointed out that we had reached the end of the voting period by that time. *[Secretary’s note: attendance had reduced by this time, on both sides of Motion 2024.09.03, and there were still GSRs present who voted both for and against the motion at the time of the statement, roughly 5:15pm.]*

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 last Sunday of every month via Google Meet:
<https://meet.google.com/fua-otut-abm>