

## i) ASC Rent (p10)

The NDANA ASC shall provide 2 NA Basic Text per month as rent for the space it uses to hold the monthly ASC meeting.

### **-Motion 11/24-1**

Add subset i) At the discretion of the Executive Committee, rent may be paid in advance for multiple months.

Intent: To avoid missed rent payments and reduce purchasing costs

## a)Literature Orders

Literature orders must be called in - or delivered in person to the NDANA Literature committee - by no later than the Sunday before **the start of** the ASC unless an extended deadline is provided by the Literature chair during their monthly report.

### **-Motion 11/24-2**

To strike "the start of" from a)Literature Orders p.7

Intent: To have policy reflect order deadlines to allow Literature Chair time to receive orders

## 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)

### **-Motion 11/24-3**

To clarify and amend certain secretary responsibilities (p.13), including

- ii) Produces and distributes ASC minutes and amended minutes no later than the 4<sup>th</sup> Sunday of each month
  - viii) Works with Executive Committee to compile required documents for bank Signature Card
- Include x) Maintains mailing list and removes members immediately upon request

### **Intent:**

To clarify secretary responsibilities

#### **-Motion 11/24-4**

To move Secretary responsibility [iii) Posts minutes on NDANA website as “Unapproved” as soon as compiled, and repost approved minutes as “Approved” once approved] to Public Relations Subcommittee Chairperson Responsibilities; p17, subset xiv)

#### **Intent:**

To provide a smoother transition for responsibilities since PR maintains website and has access for changes. Also corrects the discrepancy it will create in other areas of policy.

#### **-Motion 11/24-5**

To change several areas of policy related to financial audit, including

#### **j) Audit (p10)**

The NDANA ASC Executive Committee (Chair, Vice-Chair, Secretary, Treasurer and Vice Treasurer) members shall get together between the ~~Jan.~~ **[Dec]** ASC and the **Feb.** ASC and audit the NDANA Checking account. Then the Treasurer shall give a report at the ~~Dec.~~ **[Feb]** ASC with the results of the audit. See APPENDIX VI.

#### **f) Treasurer Responsibilities (p12)**

- vi) Performs an account audit between the ~~January~~ **[December]** ASC and February ASC with the NDANA Executive Committee and has account in order for easy transition to next Treasurer.
- vii) Presents a “fiscal year close out report” **[including audit]** 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

#### **Intent:**

To correct discrepancies and give additional time for audit to be completed

## 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

## r) VRCC Alternate Director Responsibilities (p.15)

- vi) Gives written and verbal report at ASC
- vii) Gains knowledge of VRCC guidelines and the duties of the VRCC Director
- viii) Attends all VRCC meetings
- ix) Takes VRCC Director's place in case of his/her absence

### **Motion 11/24-6**

To add subset vi) to VRCC Director Responsibilities and subset v) to VRCC Alt Director Responsibilities which states [2 year term, to be elected every even year]

#### Intent:

To ensure consistency in election years for these positions which are two year terms

### **Motion 11/24-7**

To add AVCNA Rotation Bid Guidelines to Appendix VIII- AVCNA Bidding / **Bid Guidelines**

Intent: To have more comprehensive information included for bidding guidelines