

## **December 2025 Back to Home Groups**

**Elections: THERE ARE 5 POSITIONS TO BE ELECTED IN JANUARY**

### **1. RCM**

#### **Regional Committee Member Qualifications**

- I. Suggested three years clean time
- II. Has the willingness, time and resources to serve
- III. Experience as RCM Alternate or GSR
- IV. Working knowledge of the Twelve Steps, Traditions, and Concepts of NA

#### **Regional Committee Member Responsibilities**

- 1) Gives written and verbal report at ASC
- 2) Attends all Regional Service Conferences
- 3) Updates meeting list information with CARSC
- 4) Makes report on RSC motions, votes, and activities and communicates them with the ASC
- 5) Takes NDANA contribution to the CARSC if NDANA Treasurer doesn't mail it directly to region
- 6) Keeps ASC informed of activities going on in other areas in the Central Atlantic Region, and informs the RSC of activities in NDANA
- 7) Helps RCM Alternate get acquainted with duties and responsibilities of the position

### **2. RCM Alt**

#### **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

#### **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

### **3. Special Events Chair**

#### **Special Events 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 Special Events Committee member

#### **Special Events Chairperson 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. Has an annual (Jan. 2 to Jan. 1 Special Events fiscal year) budget plus additional seed money to put on events to be accounted for at the end of the fiscal year. This means that once the annual budget has been exhausted no more money is available until the next Jan. ASC
- III. Any profits from Special Events shall be returned to ASC and given to the NDANA Treasurer no later than the end of the S. E. Comm. term at Jan. ASC
- IV. Sets up and takes down the ASC meeting and provides coffee and supplies. Any expenses related to coffee and supplies shall be addressed in Money Matters at the ASC
- V. Organizes, sets time, and leads committee meetings
- VI. Responsible for keeping keys to storage facility along with Vice Chair and Campout Chair
- VII. Shall contact Richmond and Tri-Cities Special Events Chairs in June 2023 regarding jointly hosting a 45th birthday celebration of Metro Richmond NA in May of 2024. An effort to jointly host this event will be undertaken every 5 years thereafter.
- VIII. Shares responsibility for inventory storage with Campout Committee Chairperson
- IX. Shares responsibility for maintaining inventory log at storage unit with Campout Committee Chairperson
- X. Shares responsibility for inventory audits twice yearly prior to February and July ASC with Campout Committee Chairperson

#### **4. H&I Chair**

##### **Hospitals & Institutions Subcommittee Chairperson Qualifications**

- I. Suggested two years clean
- II. Has the willingness, time and resources to serve
- III. Working knowledge of the Twelve Steps and Traditions of NA
- IV. Previous experience as H&I committee member

##### **Hospitals & Institutions 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. Becomes knowledgeable of procedures and policies outlined in the H&I Handbook published by the WSO
- IV. Prepares presentations to give to facilities about the H & I committee
- V. Oversees the management of the H&I budget
- VI. Orders, and disperses literature, chips, newsletters, and meeting lists to committee members
- VII. Visits the various H&I meetings periodically to monitor and evaluate meetings
- VIII. Submits H&I literature order invoice directly to ASC Treasurer for payment ix) Reports total number of H&I commitments and facilities served to RCM at the beginning of each monthly ASC

#### **5. Outreach Chair**

##### **Outreach Subcommittee Chairperson Qualifications**

- I. Suggested 2 years clean time

- II. Has the willingness, time and resources to serve
- III. Working knowledge of the Twelve Steps, Traditions and Concepts of NA
- IV. Previous experience serving on the Outreach committee

#### **Outreach 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. Oversees the management of the Outreach committee budget
- IV. Becomes knowledgeable of procedures and policies outlined in the Outreach Handbook printed by WSO
- V. Is responsible for contacting or organizing the contact for new groups and dispensing the New Group Starter Kits
- VI. Sets up and organizes GSR orientation workshops quarterly or as needed

#### **Area Motions:**

##### **MOTION 12/14-1** (read by PowPow)

Motion: To change secretary responsibilities (j → iii & iv) as follows [*changes in strikethrough/red*]:

iii. ~~Posts minutes on NDANA website as "Unapproved"~~ **Provides minutes to NDANA Webservant** as soon as compiled, ~~and repost approved minutes as "Approved" once approved~~

iv. Adds any needed corrections to the previous month's ASC minutes **and provides the amended, approved minutes to the NDANA Webservant no later than 1 week after the amendments were requested and approved**

Intent: To align policy with the Webservant position, which already holds the responsibility of posting minutes to the website under hh → ii

Made by: PowPow

Seconded by: Cam B (GSR Riverside Recovery)

**PLEASE BRING THIS MOTION BACK TO HOMEGROUPS, TO BE VOTED ON AT JANUARY ASC**

#### **Open Forum:**

##### **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
- **Policy**: Meets 30 minutes before ASC, at 3pm, in the same room as ASC at Hatcher.