

November 2025 Back to Home Groups

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

LITERATURE SUBCOMMITTEE 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 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 and distributes ASC minutes and amended minutes 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. Works with Executive Committee to compile required documentation for Bank 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.
- X. Maintains mailing list and removes members immediately upon request

Announcements:

The Conference Agenda Report (CAR) is available for viewing at <https://na.org/conference/> The CAR is a compilation of motions which are going to be voted on at the World Services Conference. Tallies for votes will be taken at the next 2-day GSR Assembly, which is in April. Prior to that, there are 4 planned workshops to discuss the CAR—2 are in person, 2 are virtual. One of those workshops will be at the AVCNA in January.

AWS is revising the Group Business Meetings service pamphlet. NAWS is accepting fellowship commentary until Jan 8, 2026. [For more details, see the minutes or visit na.org]

Reminder to have literature orders submitted by Sunday prior to ASC. Any submissions after that will be on a “Best Effort” basis. Literature prices are scheduled to increase effective December 14, 2025.

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 at 4pm via Zoom:
MEETING ID: 206 453 3093
PASSCODE: 0G25Ap
<https://us05web.zoom.us/j/2064533093?pwd=3hbbF6r54orMFOGSImI1INWdQfHbBO.1&omn=84885958793>
- **Policy:** Meets 30 minutes before ASC, at 3pm, in the same room as ASC at Hatcher.