

Almost Heaven Area

Area Service Committee

Guidelines

*Adopted by the Almost Heaven Area Service Committee as guidelines
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**ALMOST HEAVEN AREA
AREA SERVICE COMMITTEE GUIDELINES**

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(includes MONTHLY SUBCOMMITTEE CHAIR REPORT, AHA ASC FORMAT, HOME GROUP REPORT, AND MOTION FORM)	

**ALMOST HEAVEN AREA
AREA SERVICE COMMITTEE GUIDELINES**

PURPOSE

In January 1985, our Area was formed in the spirit of love. We would like to continue our spiritual direction, asking that each member act with respect and love to every other member of the conference. From our inception, we have worked in the spirit of unanimity. This process allows all members to have their questions, answers and all input heard before votes are taken. This course of action takes time and allows a loving God to express himself through an informed group conscience. We have to, in all our endeavors, strive to better carry the message in a loving way to the addict who still suffers. With everyone's help, we can still do this just for today, the NA way.

We are dedicated to be supportive of our members, our groups, our service committees and Local Service **Committee** (LSC) and our primary purpose so that no addict seeking recovery need ever die without having the chance to find a better way of life. We are committed to the linking together, within our Area, by helping each other deal with our basic needs and situations and by encouraging the growth of our fellowship. This conference is here to serve the basic functions of unifying the fellowship within our area, to contribute to carrying the message of recovery through the LSC actions and to contribute to the growth of NA by initiating work to be finalized at the World Service Conference. We must always remember as individual members, groups and service bodies, we are not in competition with each other and never should be. We work separately and together to help the newcomer and for our common good. Internal strife cripples our fellowship and prevents us from providing the services necessary for our growth. (11/11) (4/23)

*GOD, GRANT US THE SERENITY
TO ACCEPT THE THINGS WE CANNOT CHANGE,
THE COURAGE TO CHANGE THE THINGS WE CAN
AND THE WISDOM TO KNOW THE DIFFERENCE*

THE TWELVE TRADITIONS

We keep what we have only with vigilance and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions.

As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first, personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience, our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is the desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose - to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain ever non-professional, but our Service Centers may employ special workers.
9. NA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence, the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion, we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

12 Concepts for NA Service

1. **To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure, which develops, coordinates, and maintains services on behalf of NA as a whole.**
2. **The final responsibility and authority for NA services rest with the NA groups.**
3. **The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.**
4. **Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.**
5. **For each responsibility assigned to the service structure a single point of decision and accountability should be clearly defined.**
6. **Group conscience is the spiritual means in which we invite a loving God to influence our decisions.**
7. **All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making process.**
8. **Our service structure depends on the integrity and effectiveness of our communications.**
9. **All elements of our service structure have the responsibility to carefully consider all view points in the decision-making process.**
10. **Any member of a service body can petition that body for redress of a personal grievance, without fear of reprisal.**
11. **NA funds are to be used to further our primary purpose and must be managed responsibly.**
12. **In keeping with the spiritual nature of Narcotics Anonymous, our service structure should always be one of service never of government. (12/06)**

AGENDA

1. Chairperson will distribute a prepared agenda at each conference.
2. All new motions should be given on a motion form to the Chairperson prior to the end of the break at the Area Service Conference (ASC). (6/19)

DISCUSSION/MOTIONS

1. Each person participating in the conference will have one say, but only one say on each motion.
2. The conference will strive for unanimity in understanding rather than the actual vote. Everyone will at least understand what is going on.
3. All motions, other than administrative or procedural will go back to groups for an informed thorough group conscience vote.
4. The discussion on a motion should be very involved. When the vote comes back, there should be no further discussion on that motion.
5. Anyone can make a motion; Group Service Representative/Alternate (GSR/alt) can second a motion. (3/16)

QUORUM

1. Official quorum is 2/3 of the GSR's who have participated in both of the last ASC's. Quorum cannot be less than seven. (3/16)

VOTING

1. Only a GSR or GSR-alternate can vote. (Chair can vote in case of a tie only in ASC procedural matters.) (3/16)
2. GSR's can only vote their group conscience vote or on administrative/procedural decisions. (3/16)
3. Voting will be done by a show of hands or a roll call vote.
4. After a motion is returned from group conscience, voting will take place only once.
5. Any administrative or procedural motion can be passed by a 3/4 approval of established quorum.
6. Any new group represented by a GSR at the ASC may start voting and be recognized that day.
7. When a motion comes back for a vote the first time, abstentions shall be called first. With one-third (1/3) or more of the quorum abstaining on the motion, voting stops. The chair will poll the abstentions to determine if more clarification is needed and the motion will go back to Home Groups a second time. If there is less than one-third (1/3) abstaining, voting proceeds with all attending GSR's to be counted. If and when a motion comes back a second time, the chair will call for "yes" and "no" votes only and the vote will be determined from that tally.
8. Regional motions will not include abstentions, only yes or no votes. (1/06)

AMENDMENTS TO GUIDELINES (5/18)

1. Guidelines can only be amended by a 2/3-majority home group conscience vote of GSR's. (12/06)
2. Addendum can be changed by simple majority vote. (8/13)

REPORTS

1. All prepared reports will be read on the conference floor. All reading of prepared reports will be limited to ten (10) minutes each. (4/16)
2. All reports must be submitted by either hard copy to secretary at conference or e-filed to secretary within 48 hours post conference in order to be included in the minutes. (4/16)
3. Only brief questions will be taken during reading of written reports; all others will be put under new business. (4/16)

MONTHLY REPORTS

1. Treasurer: Compile report of financial activity since last conference.
2. Subcommittee Chairpersons and LSC facilitator: Compile a written report consisting of the activity since last conference; accomplishments, specific problems, situations, financial record and plans for the next conference. Financial records will consist of: yearly budget, current monthly expenditures, income, year-to-date expenditures, and current monthly balance. (2/06) (12/06) (10/06) (11/11) (3/16) (4/23)
3. GSR's: Compile a report on your group consisting of the suggested following information: (2/06) (12/06)
 - a. *Average size of meeting.*
 - b. *Needs of group.*
 - c. *Problems of group.*
 - d. *Upcoming group plans.*
 - e. *Group 7th Tradition contribution. (7/22)*
 - f. *Any other exchange of information as necessary.*
4. RCM: Activity since last conference.
5. RCM-Alternate: Activity since last conference.
6. Chair: Activity since last conference.
7. Vice-Chair: Activity since last conference.
8. Virginia Regional Convention Corporation (VRCC) Rep: Activity since last conference. (1/14)

YEARLY REPORTS

1. **Secretary:** Compile a list of motions from past year's minutes.
2. **Treasurer:** Compile yearly report consisting of the past year's financial activity.
3. **Subcommittee Chairperson and LSC Facilitator:** Compile a report consisting of the past year's activities, accomplishments, specific problems, situations, and plans for the coming year. (11/11) (4/23)
4. **RCM:** Activity within the past year.
5. **RCM-Alternate:** Activity within the past year.
6. **Chair:** Activity within the past year.
7. **Vice-Chair:** Activity within the past year.
8. **VRCC Rep:** Activity within the past year. (1/14)

NOMINATIONS

1. Nominations shall be opened, and qualifications given two (2) conferences prior to elections. Each nominee must be present. Verbal qualifications will be given at that time. Written qualifications are to be submitted for the minutes. GSR's take these back to groups for additional nominations.
2. GSR's bring group nominations and qualifications to the ASC one (1) conference prior to election. Each nominee must be present. Verbal qualifications will be given at that time. Written qualifications are to be submitted for the minutes. Qualifications should include, but are not limited to, any required skills that may be helpful for completion of duties for the position. (2/06) (3/16) (10/22)
3. When there is a lone nominee and the nomination has gone back to home groups two times then the nomination process is closed. The lone nomination is sent back to home groups for a group conscience vote: meaning a yes or no vote for the lone nominee. If the service position is vacant the chairperson may fill the position on a pro tem basis, preferably with someone experienced in the position, until the process of voting is completed. If area conscience is a "no" vote for the lone nominee, then the service position will re-open for the nomination process.
4. When a position has been opened for two (2) months and a member accepts the nomination, the nomination process is closed, and the chair may fill the position as pro tem. The nomination is sent back to home groups for a yes or no vote. (2/09)
5. A nominee need only be present one time at any ASC to accept any nomination and to state and submit written qualifications.

ELECTIONS

1. Each nominee must be present for election.
2. Voting is done by paper ballot.

3. Upon election, members shall resign all conflicting service positions.
4. When there are more than two nominations, and no candidate gets a clear majority, the process shall be: a vote will be taken; the nominee with the least amount of votes will be eliminated; the process is repeated until there are two nominees. Then the one with the most votes is elected.
5. Nominees shall leave room before voting.
6. Chairperson will ask for a moment of silence before voting.
7. Term of office shall begin at the close of business at the ASC where the member was elected. (2/09)
8. No trusted servant shall be eligible to serve more than two (2) consecutive terms in the same office.

OPERATIONS

1. There will be a four (4) hour time limit on the ASC conference.
2. In absence of the chairperson, vice-chair will preside over the ASC conference. In absence of both, the RCM will preside. In absence of all three, the secretary will open the conference and preside until the immediate election of a chair pro-tem.
3. The ASC as a whole shall be responsible for the ASC meeting time and place.

SUB-COMMITTEES/LOCAL SERVICE COMMITTEE (LSC) (11/11) (4/23)

1. In order to minimize time spent debating in conference matters, a sub-committee/LSC system is used by the Almost Heaven Area. (11/11) (4/23)
2. Each sub-committee/LSC is responsible to the Area. In order to better serve, a sub-committee/LSC may choose to elect officers, along with chair/vice chair. (11/11) (4/23)
3. During all sub-committee/LSC meetings, minutes should be recorded of discussions and decisions of that sub-committee/LSC meeting and those minutes be mailed to the respective members of that sub-committee, ASC vice-chair, at least fifteen (15) days prior to the next scheduled sub-committee/LSC meeting. (11/11) (4/23)
4. All sub-committees/LSC will submit an itemized annual budget proposal for the upcoming calendar year at the October ASC. (12/06) (11/08) (11/11) (02/23) (4/23)
5. All Sub-committees and the LSC will meet in a public place. (6/05) (11/11) (4/23)
6. All reports will be e-filed to the area secretary, if possible (4/07) (11/11)

BUDGET (10/07)

1. The ASC will maintain a prudent reserve equal to 1/6 of the annual budget with a minimum of \$500.00. (Example—January 2002 budget equaled \$2430.00, prudent reserve equaled \$405.00.) After paying current and upcoming bills due before the next ASC any funds above prudent reserve will be distributed as follows; 1/2 of the remaining money will be forwarded to the RSC and 1/2 can be allocated for identified tasks/projects and/or NAWs

7th Tradition contribution. (To be determined by the GSR's on the conference floor after an informed discussion.) (7/22)

- 2. The present yearly budget totals cannot exceed home groups' 7th Tradition contributions from the previous year. Home group 7th Tradition contributions will be calculated from the previous October to September of the current year. (12/11) (7/22)**

ADDITIONAL GUIDELINES

- 1. All proceeds from conventions go to the next convention.**
- 2. The LSC will notify the ASC prior to deleting any meetings from the updated meeting list. (11/11) (4/23)**
- 3. The RCM is given a vote of confidence for RSC, provided motions voted on in this manner be brought back to the next ASC, but RCM should try to influence the RSC toward maximum area participation.**
- 4. Meetings that have withdrawn from Almost Heaven Area shall be maintained on the AHA Meeting List until such time as they appear on their own meeting list if the withdrawing meeting so desires. (3/16)**
- 5. The Area supports fund-raisers provided that they:**
 - a) Be completely separate from meetings**
 - b) Allow addicts who cannot donate free admission into the function. (This does not include giving free merchandise to individuals.) (9/19)**
- 6. Monies from the RSC's half of monthly 7th Tradition contributions can be used to cover accommodations for RCM and RCM-Alt for 2-day Regional Events as needed. (8/13) (8/19) (7/22)**
- 7. On the months that RSC does not meet, the 7th Tradition contribution to regional will be held by the RCM or another Area Representative. (9/19) (7/22)**
- 8. No personal checks or change (coins) over \$1.00 will be accepted at Area Service for literature purchase or 7th Tradition contributions. (6/17) (9/19) (7/22)**
- 9. All persons receiving money from the ASC must bring receipts and unused balance of the money back to the ASC. When a gas receipt is submitted for reimbursement, it must be accompanied by a record of destination and total mileage covered. When getting a gas receipt, it must be a printed receipt, not a handwritten one. (9/19)**
- 10. No other sub-committee/LSC or event shall meet during Area Service Committee except the Literature Distribution sub-committee. (Intent is to have literature available for groups during Area Service.) (11/08) (9/19) (4/23)**
- 11. For a new group to receive a starter kit and be put on the Area's meeting list, they must first attend an Area Service Committee meeting to make the area aware of their intent to be a part of the Almost Heaven Area. (Per Literature Chair, Duties and Responsibilities, Item i.) (9/19)**
- 12. All invoices to be paid from area funds shall be sent directly to the AHA treasurer. (10/23)**

QUALIFICATIONS, DUTIES AND RESPONSIBILITIES FOR SERVICE POSITIONS

1. Chairperson

Qualifications

- a. Two (2) years minimum continuous clean time. (2/09)
- b. One-year area and/or group representative service experience. (2/09)
- c. Willingness and desire to serve.
- d. One-year commitment.
- e. A solid foundation of experience with the Twelve Steps and Twelve Traditions of NA as well as the Twelve Concepts of Service and the ASC Guidelines and willingness to answer questions asked by the body of the conference concerning this.
- f. Working knowledge of Robert's Rules of Order. (2/09) (4/09)
- g. Time and resources needed to be an active participant.

Duties and Responsibilities

- a. Compiles a pre-arranged agenda, including the motions from old business to be voted on. (10/07)
- b. Presides over all conferences.
- c. Maintains and conducts ASC meetings with a firm, yet understanding hand in compliance with the approved ASC guidelines taking precedence over Robert's Rules of Order as derived by the groups in compliance with the fulfillment of the Twelve Traditions of NA.
- d. Is fair and impartial.
- e. Refrains from discussing or expressing a personal opinion of a motion when presiding.
- f. Is a co-signer on all bank accounts of the Almost Heaven Area Service Committee Bank account.
- g. Coordinates and keeps records, files and archives of the Area.
- h. Makes monthly and yearly reports to the ASC. Monthly the Chairperson will compile a written report consisting of the activity since last conference: accomplishments, specific problems, situations, financial record and plans for the next conference. Financial records will consist of: yearly budget, current monthly expenditures, year-to-date expenditures, and current monthly balance. (07/23)
- i. Is ultimately responsible to see that all duties and responsibilities of ASC officers are carried out to completion. In the absence of any officer or officer's action, the chair sees that the duties and responsibilities are carried out.
- j. Prepares a yearly budget to cover the cost of the ASC meeting place.
- k. Maintains door code or any entering procedure for meeting location. (8/17)

2. Vice-Chairperson

Qualifications

- a. One-year minimum continuous clean time.
- b. Six months area and/or group service experience.
- c. Willingness and desire to serve.
- d. Two-year commitment. (One as vice chair, one as chair)
- e. A solid foundation of experience with the Twelve Steps and Twelve Traditions of NA as well as the Twelve Concepts of Service and the ASC Guidelines and willingness to answer questions asked by the body of the conference concerning this. (4/09)
- f. Time and resources needed to be an active participant.

Duties and Responsibilities

- a. Performs all duties and has all the responsibilities of the chairperson in the absence of the chair.
- b. Facilitates the LSC. (11/11) (4/23)
- c. Is the liaison between all sub-committees and LSC to assure coordinated functioning of said committees/unit per ASC guidelines. (11/11) (4/23)
- d. Attends as many group conscience meetings as possible in conjunction with the RCM and RCM-Alt.

- e. Submits written reports at each conference and annually.
- f. Is a co-signer on all bank accounts of the Almost Heaven Area Service Committee bank account.
- g. Maintains door code or any entering procedure for meeting location. (8/17)

3. Secretary

Qualifications

- a. One-year minimum continuous clean time.
- b. Six months area and/or group service experience.
- c. Willingness and desire to serve.
- d. One-year commitment.
- e. Clerical skills and access to equipment necessary to perform duties and responsibilities.
- f. A solid foundation of experience with the Twelve Steps and Twelve Traditions of NA as well as the Twelve Concepts of Service and the ASC Guidelines and willingness to answer questions asked by the body of the conference concerning this. (4/09)
- g. Time and resources needed to be an active participant.

Duties and Responsibilities

- a. Is responsible for a written record of ASC meetings (minutes). Minutes shall include a tally of votes on all motions.
- b. Keeps and maintains an email list of all ASC trusted servants, GSR's, and interested parties, and does not delete any except upon request or discovery of a dead address. (11/19)
- c. Responsible for having motions and nominations prepared to be mailed in 7 days and to prepare minutes within 15 days to be mailed following each ASC conference. (11/07)
- d. Is a co-signer on the ASC bank account.
- e. Requires that all motions are written on motion forms before the motion is put on the floor.
- f. Maintains a file containing all correspondence and records pertinent to the Almost Heaven Area.
- g. **Submits** a yearly budget of appropriate expenses not to exceed \$25.00/month **at the October ASC. (02/23)**
- h. That the secretary be reimbursed for photocopying the necessary copies of minutes, not for purchasing an ink cartridge. (4/07)
- i. Sends an email to solicit the electronic version of the subcommittee and LSC reports. (4/07) (11/11) **(4/23)**
- j. Reads past month's old and new business at ASC for possible amendment and approval. (10/07)
- k. Makes monthly and yearly report to the ASC. Monthly the Secretary will compile a written report consisting of the activity since last conference, accomplishments, specific problems, situations, financial record and plans for the next conference. Financial records will consist of: yearly budget, current monthly expenditures, year-to-date expenditures, and current monthly balance. **(07/23)**
- l. Includes contact information from attendance in the minutes.
- m. Maintains door code or any entering procedure for meeting location. (8/17)

4. Treasurer

Qualifications

- a. Two-years minimum continuous clean time.
- b. Two-years area and/or group service experience. (6/19)
- c. Willingness and desire to serve.
- d. One-year commitment.
- e. Skills in bookkeeping and/or accounting.
- f. A solid foundation of experience with the Twelve Steps and Twelve Traditions of NA as well as the Twelve Concepts of Service and the ASC Guidelines and willingness to answer questions asked by the body of the conference concerning this. (4/09)

- g. Time and resources needed to be an active participant.

Duties and Responsibilities

- a. Keeps an accurate record of all financial transactions including subcommittee/LSC balances. (4/23)
- b. Prepares a written financial report monthly and annually. Annual report to be submitted in October. (12/06)
- c. Disburses monies as per previously approved expenditures.
- d. Deposits all 7th Tradition contributions from groups prior to next ASC. (3/05) (7/22)
- e. Follows procedures described in Treasurer's Handbook.
- f. Reconciles bank account with the RCM.
- g. Is a co-signer of the Almost Heaven Area Service Committee bank account.
- h. **Treasurer will set up a proposed budget meeting for the upcoming calendar year after the October ASC and before the October LSC (3/23) (4/23)**
- i. **The Area treasurer will present an annual budget proposal for the upcoming calendar year to the LSC in October. (11/11) (01/17) (6/21) (3/23) (4/23)**
- j. RSC 7th Tradition contribution, or lack of, will be calculated monthly. (8/13) (9/19) (7/22)
- k. Maintains door code or any entering procedure for meeting location. (8/17)

5. Regional Committee Member (RCM)

Qualifications

- a. Two-years minimum continuous clean time.
- b. Two-years area and/or group service experience. (6/19)
- c. Willingness and desire to serve.
- d. One-year commitment.
- e. Have previously attended a minimum of one (1) Regional Service Conference.
- f. A solid foundation of experience with the Twelve Steps and Twelve Traditions of NA as well as the Twelve Concepts of Service and the ASC Guidelines and willingness to answer questions asked by the body of the conference concerning this. (4/09)
- g. Time and resources needed to be an active participant.

Duties and Responsibilities

- a. Serves as the communication link of the Area with all areas of the region.
- b. Presents minutes of the Region, other regional information (i.e., conventions, conferences, etc.), and other regions' news. (6/06) (11/19)
- c. Attends all Regional Service Committee meetings.
- d. Attends as many group conscience meetings as possible in conjunction with the RCM-alt. and the ASC Vice-chair.
- e. Attends as many area functions as possible.
- f. Is a member of one or more Area Service sub-committees and/or LSC. (11/11) (4/23)
- g. Reconciles bank statement.
- h. Submits written report to each ASC conference. Monthly the RCM will compile a written report consisting of the activity since last conference, accomplishments, specific problems, situations, financial record, and plans for the next conference. Financial records will consist of: yearly budget, current monthly expenditures, year-to-date expenditures, and current monthly balance. (07/23)
- i. Submits annual written report to ASC conference.
- j. Prepares a written report with twenty (20) copies for Regional conferences.
- k. Is a co-signer on all bank accounts of the Almost Heaven Area Service Committee.
- l. Prepares a yearly budget of RCM's and RCM Alternate's appropriate expenses, including gasoline expense, of attending the Regional Service Conference on a bi-monthly basis. (6/06)
- m. Counts 7th Tradition monies collected and reconcile these monies with home group's carbon receipts written by the Treasurer. (4/07)

6. Alternate Regional Committee Member (RCM-Alt.)

Qualifications

- a. One-year minimum continuous clean time.
- b. One-year area and/or group service experience.
- c. Willingness and desire to serve.
- d. Two-year commitment (one as RCM-alt and one as RCM).
- e. A solid foundation of experience with the Twelve Steps and Twelve Traditions of NA as well as the Twelve Concepts of Service and the ASC Guidelines and willingness to answer questions asked by the body of the conference concerning this. (4/09)

Duties and Responsibilities

- a. Works closely with the RCM.
- b. Has all the responsibilities as the RCM (listed above).
- c. Does not accept any nominations on the Regional level upon election.
- d. Submits written report to each ASC conference.
- e. Submits annual written report to the ASC.

7. VRCC Rep (8/12)

Qualifications

- a. Four years minimum continuous clean time.
- b. Two years Area, Regional and/or Convention experience.
- c. Willingness and desire to serve.
- d. Two-year commitment.
- e. A solid foundation of experience with the Twelve Steps and Twelve Traditions of NA as well as the Twelve Concepts of Service and the ASC Guidelines and willingness to answer questions asked by the body of the conference concerning this. (4/09)
- f. Time and resources needed to be an active participant.

Duties and Responsibilities

- a. Serves as communication link between Area and VRCC
- b. Carries Area's group conscience to VRCC
- c. Presents a written report at ASC
- d. Attends all VRCC meetings
- e. Submits annual report at ASC
- f. Provides financial information **at the October ASC.** (1/14) **(02/23)**
- g. Prepares an annual budget

8. Subcommittee Chairpersons Except Convention and Literature Chairs (11/08)

Qualifications

- a. One-year minimum continuous clean time.
- b. One-year area and/or group service experience - 3 months of that experience directly related to that subcommittee.
- c. Willingness and desire to serve.
- d. One-year commitment.
- e. A solid foundation of experience with the Twelve Steps and Twelve Traditions of NA as well as the Twelve Concepts of Service and the ASC Guidelines and willingness to answer questions asked by the body of the conference concerning this. (4/09)
- f. Time and resources needed to be an active participant.

Duties and Responsibilities

- a. Presides over all subcommittee meetings.
- b. Maintains and conducts subcommittee meetings in a fair and impartial manner.
- c. Makes monthly and yearly reports to the ASC. The Chairperson will compile a monthly written report consisting of the activity since last committee meeting including: accomplishments, specific problems, situations, financial (if applicable), and plans for the next conference. (12/19)

9. Convention Chair (11/08)

Qualifications

- a. Three-years minimum continuous clean time.
- b. Must have held three different service positions on the convention committee, one of which as a subcommittee chair and have completed the full term of all three positions
- c. Willingness and desire to serve. (6/21)
- d. One-year commitment. (6/21)
- e. A solid foundation of experience with the Twelve Steps and Twelve Traditions of NA as well as the Twelve Concepts of Service and the ASC Guidelines and willingness to answer questions asked by the body of the conference concerning this. (6/21)
- f. Time and resources needed to be an active participant. (6/21)

Duties and Responsibilities (12/19)

- a. Presides over all subcommittee meetings. (12/19)
- b. Maintains and conducts subcommittee meetings in a fair and impartial manner. (12/19)
- c. Makes monthly and yearly reports to the ASC. The Chairperson will compile a monthly written report consisting of the activity since last committee meeting including: accomplishments, specific problems, situations, financial (if applicable), and plans for the next conference. (12/19)

10. Literature Chair

Qualifications (6/21)

- a. Three-years minimum continuous clean time. (6/21)
- b. Willingness and desire to serve. (6/21)
- c. One-year commitment. (6/21)
- d. A solid foundation of experience with the Twelve Steps and Twelve Traditions of NA as well as the Twelve Concepts of Service and the ASC Guidelines and willingness to answer questions asked by the body of the conference concerning this. (6/21)
- e. Time and resources needed to be an active participant. (6/21)

Duties and Responsibilities

- a. Submits monthly and yearly written report consisting of the activity since last conference including: accomplishments, specific problems, situations, financial record and plans for the next conference. Financial records will consist of: yearly budget, current monthly expenditures, year-to-date expenditures, income, year to date expenditures, and current monthly balance (1/08) (10/19)
- b. Literature orders must not exceed the funds available in the Literature account. (10/23)
- c. Serves as the literature distribution point at ASC meetings.
- d. Attends all Area Service Committee meetings.
- e. Has appropriate storage for literature.
- f. All literature will be stamped with the 800 number and website before distribution. (9/11)
- g. The Literature committee will provide one NAWS starter package and one set of readings.
(Per Additional Guidelines, Item 11)
- h. Literature will not be dispensed until the end of Area Service. (3/12)
- i. Maintains door code or any entering procedure for meeting location. (8/17)
- j. Is responsible for the storage and transport of the trash bags used for Area Service meeting location (Cost is to come out of Admin's Budget). (9/17)
- k.

REMOVAL OF OFFICERS

1. **VOLUNTARY-** given in writing to the ASC Chairperson prior to the next ASC conference. (A recommendation to be willing to serve the following two ASC conferences.)
2. **INVOLUNTARY-** (10/07)
 - a. Two consecutive regional conferences (RCM and RCM Alt only), or Area Service Committees missed, nominations opened the third conference. (Subcommittees - If the Subcommittee is represented at the conference by committee-elected Vice-chair this does not constitute a conference miss.) (3/12)
 - b. Relapse during term of office
 - c. Non-compliance of duties, such as but not limited to no subcommittee meetings/LSC for two months in a row, or no date set for next meeting to be put on calendar at ASC. (by 2/3 majority open ballot vote after reasonable discussion period) (11/11) (4/23)