

MetroWest Area Positions

Chairperson

Four years clean time.

One year prior involvement either on the administrative committee, as a Sub-Committee Chairperson, or as a GSR.

Organizational and Communication skills.

Duties:

The Area Chairperson presides over the ASC meetings. He/She must be capable of conducting business in a responsible and respectful manner. He/She arranges the agenda for the ASC and serves as co-signatory of the ASC bank account. He/She is responsible for contacting inactive officers of the committee and Sub-Committee chairs, the Chairperson should refrain from expressing his/her opinion during discussions and may vote only in the case of a tie.

Vice Chairperson

Three years clean time.

One year prior involvement in the ASC.

Duties:

The office of the Vice Chairperson is a one year commitment. Following a vote of confidence, the Vice Chair would then assume the duties of the Chair. He/She presides over the ASC meeting in the absence of the Chairperson. The Vice Chairperson is responsible for coordinating the Sub-Committees and acts as a resource in order to facilitate the continuation of their duties. He/She is responsible for assisting the Sub-Committees to continue with business in case of the absence or resignation of a Sub-Committee Chairperson. He/She shares with the Secretary the job of reading before the service body any written sub-committee report submitted in the absence of that sub-committee chairperson (7/29/01), and takes the administrative role call at the ASC meeting. The Vice Chair acts as parliamentarian during the ASC and maintains an updated policy log of new policies passed by the ASC. (8/94)

Secretary

Two years clean time.

One year prior involvement in the ASC.

Secretarial skills and some organizational ability.

Duties:

It is essential that the Secretary possesses a good sense of order about what transpires at the ASC meeting. He/She drafts concise minutes of what is conducted at the meeting, prints and to the best of his/her ability distributes the minutes within 10 days of the meeting. He/She reads announcements that are to go into the minutes prior to being printed and shares with the Vice Chairperson the job of reading before the service body any written subcommittee report submitted in the absence of that subcommittee chairperson (7/29/01). The Secretary conducts group roll call and maintains a current listing of groups and GSR's, removes from the current list the names of groups in which the GSR and Alternate both have missed two consecutive ASC meetings.

Assistant Secretary

One year clean time.

Some secretarial experience.

Duties:

The office of assistant secretary is a one year commitment. Following a vote of confidence, the Assistant Secretary assumes the duties of the Secretary at the termination of his/her current term or in case of resignation or removal. He/she assumes secretarial duties in the absence of the Secretary and assists the Secretary when needed.

Treasurer

Three years clean time.

One year prior involvement in the ASC.

Some bookkeeping / accounting experience.

Duties:

The Treasurer performs a most valuable and visible service the ASC. He/She is mainly responsible for the management of the ASC funds, is the primary signatory of the ASC bank account, and maintains the checkbook. The Treasurer is responsible for a complete accounting of all funds received through donations from members and groups as well as monies generated by

activities. He/She presents a detailed report of area finances at each ASC meeting as well as an annual report at the end of the term. He/She maintains two starter kits for new groups on hand at all times and replaces them as needed.

The ASC bank account will contain all funds for the ASC, including Sub-Committee disbursement funds as approved by the ASC. The Treasurer forwards all funds in excess of the prudent reserve to the Regional Service Committee. All deposits should be made within 24 hours of their receipt.

Assistant Treasurer

Two years clean time.

One year prior involvement in the ASC.

Duties:

The office of Assistant Treasurer is a one year commitment Following a vote of confidence, the Assistant Treasurer assumes the duties of the Treasurer. He/She assists the Treasurer in collecting and disbursing money at the ASC meetings.

Regional Committee Member

Three years clean time.

One year prior involvement at the ASC.

One year prior involvement in the RSC.

Duties:

As the representative of the Area Service Committee, the RCM speaks for the members and groups within the Area at the NERSC meeting. The primary responsibility of the RCM is to work for the good of NA, particularly as a liaison between the area and other neighboring areas and the rest of NA. The RCM represents the group conscience of the ASC at the regional level. In order to accomplish this, the RCM and RCM alternate must become informed of issues from Area, Regional, and World levels of NA service. Therefore it is essential for both to attend all meetings of the ASC and the RSC, including Regional Conferences. The ASR should prepare a written report to the RSC on the ASC's progress, projects, and dilemmas. In addition, the ASR prepares a written report to the ASC of the RSC meetings. The RCM may serve on one or more of its ASC and RSC Sub-Committees, but not as a Chairperson. A primary responsibility of the RCM and RCM alternate is to present the World Service Conference Agenda items to the groups in a workshop form, where group members may ask questions pertaining to these items. The RCM provides the Area with a GSR orientation before each ASC, either in person or with help from others qualified to do so. He/She makes copies of NA event flyers from the NERSC meeting and makes them available to GSR's at the monthly ASC meeting; the events should be close enough geographically to be relevant and far enough ahead in the future to be practical. (1/28/01)

RCM Alternate

Two Years clean time.

One year prior ASC experience.

Duties:

The Alternate assists the RCM with the duties of the job, attending all ASC and RSC meetings and in case of absence, assumes all duties of the RCM. There is a one year commitment for this position. Following a vote of confidence, the Alternate takes over the position of RCM at the end of the term or in case of resignation or removal.

Sub-Committee Chairperson

Qualifications:

Two years clean time.

One year prior involvement in their respective Sub-Committees.

Duties:

General responsibilities to the ASC: Attend all ASC meetings and present a written report of their Sub-Committee, which includes a financial statement and any announcements to be put into the ASC minutes. Ultimately responsible for the functioning of the Sub-Committee they chair. Sub-Committee Chairpersons also attend NERSC meetings or have a representative present at their specific regional Sub-Committee meetings.

Each Sub-Committee was created to fill a specific need. Therefore, specific duties and responsibilities will apply to the Chairpersons and are reflected in that Sub-Committee's Policy and Guidelines.

Meeting List Coordinator

Qualifications:

1. One year clean time.

Duties: To purchase Regional Meeting Lists and sell them to member groups of the Metro West Area at the ASC meeting or other agreed upon locations. Monies collected will be turned over to the Treasurer at each ASC meeting. Will keep accurate record of all transactions including amount sold and at what price. Will report directly to the ASC each month.