

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**TABLE OF CONTENTS**

A> GENERAL INFORMATION	PAGE 2
B> NOMINATIONS	PAGE 3
C> ELECTIONS	PAGE 4
D> QUALIFICATIONS AND DUTIES:	
1> REGIONAL CHAIRPERSON QUALIFICATIONS	PAGE 5
2> REGIONAL CHAIRPERSON DUTIES	PAGE 5 & 6
3> REGIONAL VICE-CHAIRPERSON QUALIFICATIONS	PAGE 6
4> REGIONAL VICE-CHAIRPERSON DUTIES	PAGE 7
5> REGIONAL DELEGATE QUALIFICATIONS	PAGE 8
6> REGIONAL DELEGATE DUTIES	PAGE 8 & 9
7> ALT. REGIONAL DELEGATE QUALIFICATIONS	PAGE 10
8> ALT. REGIONAL DELEGATE DUTIES	PAGE 10 & 11
9> REGIONAL TREASURER QUALIFICATIONS	PAGE 11
10> REGIONAL TREASURER DUTIES	PAGE 12 - 14
11> REGIONAL VICE-TREASURER QUALIFICATIONS	PAGE 15
12> REGIONAL VICE-TREASURER DUTIES	PAGE 15
13> REGIONAL SECRETARY QUALIFICATIONS	PAGE 16
14> REGIONAL SECRETARY DUTIES	PAGE 16 & 17
15> REGIONAL VICE-SECRETARY QUALIFICATIONS	PAGE 18
16> REGIONAL VICE-SECRETARY DUTIES	PAGE 18
17> REGIONAL H. & I. CHAIRPERSON QUALIFICATIONS	PAGE 19
18> REGIONAL H. & I. CHAIRPERSON DUTIES	PAGE 19 & 20
19> REGIONAL H. & I. VICE-CHAIR QUALIFICATIONS	PAGE 21
20> REGIONAL H. & I. VICE-CHAIRPERSON DUTIES	PAGE 21
21> REGIONAL LITERATURE CHAIR QUALIFICATIONS	PAGE 22
22> REGIONAL LITERATURE CHAIR DUTIES	PAGE 22 & 23
23> REGIONAL LITERATURE VICE-CHAIR QUALIFICATIONS	PAGE 23
24> REGIONAL LITERATURE VICE-CHAIRPERSON DUTIES	PAGE 24
25> REGIONAL PI CHAIRPERSON QUALIFICATIONS	PAGE 24
26> REGIONAL PI CHAIRPERSON DUTIES	PAGE 25
27> REGIONAL PI VICE-CHAIRPERSON QUALIFICATIONS	PAGE 26
28> REGIONAL PI VICE-CHAIRPERSON DUTIES	PAGE 26
29> REGIONAL POLICY CHAIRPERSON QUALIFICATIONS	PAGE 27
30> REGIONAL POLICY CHAIRPERSON DUTIES	PAGE 27 & 28
31> REGIONAL POLICY VICE-CHAIRPERSON QUALIFICATIONS	PAGE 28
32> REGIONAL POLICY VICE-CHAIRPERSON DUTIES	PAGE 29
33> REGIONAL CONVENFERENCE CHAIR QUALIFICATIONS	PAGE 29
34> REGIONAL CONVENFERENCE CHAIR DUTIES	PAGE 30
35> REGIONAL CONVENFERENCE VICE-CHAIR QUALIFICATION	PAGE 31
36> REGIONAL CONVENFERENCE VICE-CHAIRPERSON DUTIES	PAGE 31
37> HOST CONVENFERENCE CHAIR	PAGE 32 & 33
38> HOST CONVENFERENCE VICE CHAIR	PAGE 33
39> HOST CONVENFERENCE TREASURER	PAGE 34
40> HOST CONVENFERENCE VICE TREASURER	PAGE 35
41> REGIONAL WEB COMMITTEE CHAIRPERSON QUALIFICATIONS	PAGE 36
42> REGIONAL WEB COMMITTEE CHAIRPERSON DUTIES	PAGE 36 & 37
43> REGIONAL WEB COMMITTEE VICE CHAIR QUALIFICATIONS	PAGE 37

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

44> REGIONAL WEB COMMITTEE VICE CHAIR DUTIES

PAGE 38

**A} GENERAL INFORMATION**

- 1> A Regional officer must belong to an Area in the Mid-Atlantic Region.
- 2> Regional officers may be elected from those other than just our RCMs and alternate RCMs.
- 3> In order to be elected as a Regional officer you must attend the Regional Service meeting of the nomination and election.
- 4> Every position on the Regional Service level will have a vice or alternate person to be involved and learn the position. This vice or alternate will automatically move up and a new vice or alternate will be elected each year.

EXCEPTIONS: RD, RD-Alt, Convenference Chair, and Convenference Vice Chair are all TWO year commitments.

- 5> Elections for alternate RD will be held every two years, with the election to be held in June.
- 6> The RD and alternate RD positions only will be elected by a secret ballot, with RCMs writing down their choices on a piece of paper and the RSC chairperson to tally the votes.
- 7> Any Regional Officer missing two Regional meetings will constitute an automatic resignation. (This policy to be stated in the qualifications of officers)
- 8> Attendance at the RSC is defined as attendance for the entire length of the meeting.

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**B} NOMINATIONS**

**1> PROCEDURES FOR NOMINATIONS**

- A> The Regional Vice-Chairperson is to read the qualifications and duties of each office prior to nominations.
- B> The Regional Chairperson is to entertain a motion from the floor to open the nominations.
- C> The nominations will be accepted from the floor by any M.A.R.N.A. member.
- D> The Regional Chairperson is to ask for any volunteers.
- E> The nominees are to state their qualifications for the position.
- F> The Regional Chairperson is to entertain a motion from the floor to close the nominations.

\*\*\*\*\*

**2> TIMES OF NOMINATIONS**

- A> The alternate RD should be nominated in March. Nominations may be reopened in June, just prior to the election, only by passing of a motion to reopen the nominations.
- B> The vice-treasurer should be nominated in December of every year. Nominations may be reopened just prior to the election, only by the passing of a motion to reopen the nominations.
- C> The MARLCNA HCC Vice-Chair and Vice-Treasurer are nominated in December of every year.
- D> That nominations for the convenference vice chair be brought to Region by the convenference subcommittee in the December Region & that the election for the vice chair of the convenference subcommittee be held in March.
- E> All other Regional vice or alternate positions should be nominated in June. The nominations may be reopened just prior to the election, only by the passing of a motion to reopen the nominations.

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**C> ELECTIONS**

**1> TIMES OF ELECTIONS**

- A> Alternate-RD is to be elected in June of every odd year.
  
- B> Vice-Treasurer is to be elected in March of every year.
  
- C> The MARLCNA HCC Vice-Chair and Vice-Treasurer be elected in March of every year.
  
- D> The election for the vice chair of the convenference subcommittee be held in March.
  
- E> All other Regional vice or alternate officers are to be elected in September.

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**1> REGIONAL CHAIRPERSON QUALIFICATIONS**

- A) A suggested minimum of three (3) years of continuous abstinence from all drugs.
- B) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- C) A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- D) A good working knowledge of our service structure as it relates to the office, as well as a good working knowledge of Robert's Rules of Order.
- E) An understanding of the responsibilities of the office.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

-----  
-----  
**2> REGIONAL CHAIRPERSON DUTIES**

- A) Arranges an agenda for the Regional meeting.
- B) Presides over the Regional meeting.
- C) Responsible for Regional correspondence.
- D) Responsible to maintain Regional files and archives.
- E) To be one of the co-signers of the Regional bank account.
- F) Can only vote in the event of a tie. however, has no vote on a Group Conscience issue.

(Continued on next page.)

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

- G) Is to conduct the Regional meeting with a firm, yet understanding hand.
  - H) Attends Regional service meetings according to policy.
  - I) In the event an Area selected to host a Regional service committee meeting cannot host the meeting, it is the chairperson's responsibility to seek and select an Area which can host it. They will then instruct the Regional secretary to contact all RCMs, Regional officers and sub-committee chairs, and inform them of the change.
- 

**3> REGIONAL VICE-CHAIRPERSON QUALIFICATIONS**

- A) A suggested minimum of three (3) years of continuous abstinence from all drugs.
- B) Willingness and desire to serve and give the office the necessary time, resources and commitment to do the job.
- C) A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- D) A good working knowledge of our service structure as it relates to the office; as well as a good working knowledge of Robert's Rules of Order.
- E) An understanding of the responsibilities of the office.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**4> REGIONAL VICE-CHAIRPERSON DUTIES**

- A) Arranges an agenda for the Regional meeting in the absence of the Regional chairperson.
- B) Presides over the Regional meeting in the absence of the Regional chairperson.
- C) Responsible for Regional correspondence in the absence of the Regional chairperson
- D) Responsible to help maintain Regional files and archives.
- E) Can only vote in the event of a tie in the absence of the Regional chairperson. however, has no vote on a Group Conscience issue.
- F) Is to conduct the Regional meeting with a firm, yet understanding hand in the absence of the Regional chairperson.
- G) Coordinates all Regional sub-committee functions.
- H) Attends periodic Regional sub-committee meetings when possible.
- I) Attends Regional service meetings according to policy.

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**5> REGIONAL DELEGATE QUALIFICATIONS**

- A) A suggested minimum of five (5) years of continuous abstinence from all drugs.
- B) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- C) A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- D) A good working knowledge of our service structure as it relates to the office; as well as a good working knowledge of Robert's Rules of Order.
- E) An understanding of the responsibilities of the office.
- F) Should be selected from the best informed, most trusted, and most active members of the region.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

-----  
-----  
**6> REGIONAL DELEGATE DUTIES**

- A) The RD is the voice of the region, and votes the Group Conscience of the region at the World Service Conference.
- B) Whenever a voting matter occurs where the Group Conscience of the region has not been given to them, they should evaluate each vote in terms of the needs of the members they serve.
- C) To prevent the necessity of tabling important clarifications and motions for a year, RDs should have, before leaving their region, a vote of confidence that they are authorized to vote their members Group Conscience on motions not on the World Service Conference agenda.

(Continued on next page.)

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

- D) Is responsible to maintain a PO box for the region and to distribute correspondence accordingly.
- E) Chairs the WSC Agenda Workshop at the annual Regional Learning Conference.
- F) To be available whenever possible, to assist Areas within the region to conduct workshops on the WSC Agenda Report.
- G) Is to work for the good of NA providing two-way communication between the region and the rest of NA.
- H) Is to contact the new Groups or Areas within the geographical boundaries of the region and inform them the region is, how it functions, and where the region meets; so the region can serve them.
- I) To order the WSC Agenda Report when available each year, and to distribute them within the region according to policy.
- J) RD is a source of information and guidance in matters concerning the Twelve Traditions of Narcotics Anonymous.
- K) Attends RSC meetings, WSC workshops, and the annual World Service Conference, in accordance with Regional policy.
- L) Attends member Area's ASC meetings if possible, when requested to do so. (is reimbursed for traveling expenses).
- M) Presents a projected budget to the region for attendance of the RD and Alt. RD to WSC workshops and the annual World Service Conference.
- N) Arranges transportation and lodging for the RD and Alternate RD to attend WSC workshops and the annual World Service Conference.
- O) RD provides a written annual report on the region to be included in the WSC Fellowship Report prior to the conference.
- P) Is one of the co-signers of the Regional bank account.

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**7> ALTERNATE REGIONAL DELEGATE QUALIFICATIONS**

- A) A suggested minimum of five (5) years of continuous abstinence from all drugs.
- B) Willingness and desire to serve and give the office the necessary time, resources and commitment to do the job.
- C) A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- D) A good working knowledge of our service structure as it relates to the office; as well as a good working knowledge of Robert's Rules Of Order.
- E) An understanding of the responsibilities of the office.
- F) Should be selected from the best informed, most trusted, and most active members of the region.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

-----  
-----  
**B> ALTERNATE REGIONAL DELEGATE DUTIES**

- A) Alternate RD automatically assumes the position of the RD following their term of office. if the RD is unable for any reason to complete their term of office, the Alternate RD assumes the RD's position for the duration of the old RD's term of office.
- B) Attends RSC meetings, WSC workshops, and the annual World Service Conference, along with the RD, in accordance with Regional policy.
- C) Attends member Area's ASC meetings if possible, when requested to do so. (is reimbursed for traveling expenses).

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

(Continued on next page.)

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

- D) To be available whenever possible, to assist Areas within the region to conduct workshops on the WSC Agenda Report.
  - E) Is a source of information and guidance in matters concerning the twelve traditions of Narcotics Anonymous.
  - F) Assists the RD in preparing a projected budget to the region for attendance of the RD and Alt. RD to WSC Workshops and the annual World Service Conference.
  - G) Assists the RD in the performance of their duties.
- -----

**9> REGIONAL TREASURER QUALIFICATIONS**

- A) A suggested minimum of three (3) years of continuous abstinence from all drugs.
- B) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- C) A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- D) A good working knowledge of our service structure as it relates to the office.
- E) An understanding of the responsibilities of the office.
- F) Should be financially secure, good at managing their own personal finances, and inspire the trust of the region.
- G) Experience in business, accounting, bookkeeping, or as a successful Area treasurer is very helpful.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**10> REGIONAL TREASURER DUTIES**

- A) Receives contributions from the Areas and issues receipts.
- B) Reimburses officers and sub-committee chairs for their budgeted expenses upon receiving receipts for the expenses.
- C) Maintains a file of all Regional receipts for archives, which are to be passed on to the new treasurer each year.
- E) Submits a written financial report on a quarterly basis to the Regional secretary for inclusion in the minutes.
- F) Submits a written annual Regional Treasury Report at the end of the calendar year to the Regional secretary for inclusion in the minutes.
- G) Is one of the co-signers of the Regional bank account.
- H) Attends Regional service meetings according to policy.
- I) Maintains a Federal Tax ID number for the Regional bank account (not for use by the Conference).

7/08/02- Page 12 – Motion #1 Old Business

To insert policies that effect the Treasurer's position under the description of that position, leaving the original intact, cross-referencing the pages upon which they appear.

12/4/82 - Page 3

That the H & I Subcommittee be reimbursed for operating expenses incurred by H & I. (Page 4)

3/9/91 - Page 16 - Motion M - Old Business

The RD and Alternate RD will be funded for attendance and participation in the Mid-Atlantic Regional Learning Conference. Funding will be for pre-registration, room, and meals at the Conference. (Page 6)

12/11/99 – Policy Motion

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

Vice-Treasurer to be elected in March of every year, for term of Treasurer to begin June to coincide with our fiscal year. (Page 8)

(Continued on next page.)

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

6/4/83 - Page 4

That the Treasurer will submit a written financial report on a quarterly basis. (Page 10)

12/17/83 - Page 3

That the RD and Alternate RD be reimbursed for traveling expenses incurred while attending ASC meetings. (Page 10)

6/8/85 - Page 6 / with Amendment

That the Regional Treasurer apply for a Federal Tax ID number for the Mid-Atlantic Regional checking account only; and when the number is received that our existing account be closed and a new account be opened using our new ID number.

AMENDMENT: The motion was amended to include the stipulation that the Regional Tax ID number be used ONLY for the Regional checking account - NOT FOR USE BY CONVENTIONS!!! (Page 10)

12/9/89 - Page 11 - New Motion 4

That the Regional bank account require two of the following four signatures to cash a check:

- 1> Regional Treasurer
- 2> Regional Vice-Treasurer
- 3> Regional Chairperson
- 4> Regional Service Representative (Page 11)

9/8/90 - Page 14 - Motion 1 - New Business

That the RD or Alternate RD be reimbursed for all mailing and copying expenses incurred each quarter upon delivery of receipts. (Page 12)

3/12/94 - Motion 20

To support RD and Alt RD in Zonal Forums; that they be funded to attend Zonal Forums. (Page 12)

3/5/83 - Page 5

That the Region is financially responsible for the rent and coffee of a Regional Service Committee meeting. (Page 13)

12/12/87 - Page 7

That the Regional Service Committee is not an N.A. group and that it is a committee; that it be supported by fund-flow and not the basket. (Page 13)

(Continued on next page.)

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**REIMBURSEMENT AND FINANCIAL POLICIES (Page 14)**

12/10/88 - Page 12 - Motion #2

That any Regional funding for travel expenses for attendance at WSC Conferences by members other than our RD and RD Alternate be group conscience.

1/28/89 - Page 3 - Motion #9

That the Mid-Atlantic Regional Service Committee increase its prudent reserve an additional \$1000.00. (NEW PRUDENT RESERVE - \$1500.00)

3/16/85 - Page 16

Past policy of the Mid-Atlantic Region has been to pay the phone bills incurred by the RD and Alternate RD for Regional Business.

9/13/86 - Page 3

ALSO SEE 12/9/89 - Page 10

A check can be forwarded to the Regional Secretary prior to RSC meetings to cover acquired expenses, since policy states that reimbursements are to be made for RSC bills.

12/13/97

That the MARSC set up a running budget of not more than \$100 for the secretary expenses. The secretary will receive \$100 at the region when this motion is approved. At each region thereafter the secretary will be reimbursed for their expenses after presenting receipts to the treasurer. At the end of the term, the secretary will give the \$100 back to the region.

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**11> REGIONAL VICE-TREASURER QUALIFICATIONS**

- A) A suggested minimum of three (3) years of continuous abstinence from all drugs.
- B) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- C) A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- D) A good working knowledge of our service structure as it relates to the office.
- E) An understanding of the responsibilities of the office.
- F) Should be financially secure, good at managing their own personal finances, and inspire the trust of the region.
- G) Experience in business, accounting, bookkeeping, or as a successful Area treasurer is very helpful.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

-----  
-----  
**12> REGIONAL VICE-TREASURER DUTIES**

- A) Attends Regional service meetings according to policy.
- B) Is one of the co-signers of the Regional bank account.
- C) Learns the responsibilities of the Regional treasurer by working hand in hand with the Regional treasurer to assist them in the completion of their duties.

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**

**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

- D) To fill in and assume all of the responsibilities of the Regional treasurer in the absence of the treasurer at any Regional service committee meeting.

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**13> REGIONAL SECRETARY QUALIFICATIONS**

- A) A suggested minimum of three (3) years of continuous abstinence from all drugs.
- B) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- C) A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- D) An understanding of our service structure as it relates to the office.
- E) An understanding of the responsibilities of the office.
- F) Experience in typing, and access to a typewriter, as well as experience as a successful Area secretary is helpful.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

-----  
-----  
**14> REGIONAL SECRETARY DUTIES**

- A) Attends Regional service meetings according to policy.
- B) To take clear, accurate minutes of all Regional service committee meetings, according to Regional policy.
- C) 1> To mail Regional minutes to the Regional service officers, RCMs, alternate RCMs, and the sub-committee chairs and vice-chairs within six (6) weeks after the Regional meeting.

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

2> To mail condensed minutes of old and new business only to all Area policy chairs.

(Continued on next page.)

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

- D) To make available to any surrounding region or World Service officer, that sends a written request, copies of the Mid-Atlantic region's minutes each quarter.
- E) Send copies of the Regional minutes to the World Service office to have them admitted to our region's archives.
- F) To maintain archival copies of all the Regional minutes, original Regional motion forms, original Area reporting forms, and original sub-committee reporting forms of each Regional meeting and turn same over to the new Regional secretary upon completion of term of office.
- G) Keep an adequate supply of Area reporting forms, Regional motion forms, and sub-committee reporting forms available for Regional service committee meetings.
- H) To hand in receipts for all copying costs, mailing costs, supplies, or other expenses to the Regional treasurer.
- I) To keep the RCMs and Alternates, Regional officers, and sub-committee chairs and vice-chairs informed of all of the current address and phone numbers of same through the Regional minutes.
- J) To be responsible for the ordering and the distribution of the bulk subscription of the quarterly WSC Fellowship Report to all Regional officers, RCMs and alternates, and sub-committee chairs and vice-chairs of the region.
- K) In the event an Area selected to host a Regional service committee meeting cannot host the meeting, it is the secretary's responsibility, upon being informed by the Regional chairperson, to contact all RCMs, Regional officers, and sub-committee chairs, and inform them of the change.

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**15> REGIONAL VICE-SECRETARY QUALIFICATIONS**

- A) A suggested minimum of three (3) years of continuous abstinence from all drugs.
- B) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- C) A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- D) An understanding of our service structure as it relates to the office.
- E) An understanding of the responsibilities of the office.
- F) Experience in typing, and access to a typewriter, as well as experience as a successful Area secretary is helpful.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

-----  
-----  
**16> REGIONAL VICE-SECRETARY DUTIES**

- A) Attends Regional service meetings according to policy.
- B) To learn the responsibilities of the Regional secretary by working hand in hand with the Regional secretary to assist them in the completion of their duties.
- C) To fill in and assume all of the responsibilities of the Regional secretary in the absence of the secretary at any Regional service committee meeting.

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**17> REGIONAL HOSPITALS AND INSTITUTIONS CHAIRPERSON QUALIFICATIONS**

- A) A suggested minimum of three (3) years of continuous abstinence from all drugs.
- B) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- C) A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- D) An understanding of our service structure as it relates to the office.
- E) An understanding of the responsibilities of the office.
- F) Should have at least six (6) months experience in Regional H&I sub-committee work.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

-----  
-----  
**18> REGIONAL HOSPITALS AND INSTITUTIONS CHAIRPERSON DUTIES**

- A) Attends Regional service meetings according to policy.
- B) Prepares an agenda for all Regional H&I sub-committee meetings and workshops.
- C) Chairs Regional H&I sub-committee meetings and workshops.
- D) Coordinates all Regional H&I sub-committee workshops.
- E) Submits a written report quarterly at the RSC meeting to the Regional secretary for inclusion in the Regional minutes.

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

(Continued on next page.)

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

- F) Makes a report to the Regional body of the sub-committee meeting and is available to answer any questions from the body.
- G) Serves as communications link between the Regional H&I sub-committee and the world service H&I sub-committee.
- H) Serves as a communications link between hospitals and institutions within the Mid-Atlantic Region that request information about H&I meetings; and Area H&I sub-committees within the Region. (Receives requests and forwards them to appropriate Areas within the Region.)
- I) Prepares a budget with the sub-committee for the upcoming year to be approved by the Regional body.
- J) Makes any motions regarding H&I matters on behalf of Regional H&I sub-committee and submits them in written form on Regional motion forms to the Regional chairperson.
- K) Registers the Regional H&I sub-committee and assists member Area's H&I sub-committees in registering with the World Service H&I sub-committee.

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**19> REGIONAL HOSPITALS AND INSTITUTIONS VICE-CHAIR QUALIFICATIONS**

- A) A suggested minimum of three (3) years of continuous abstinence from all drugs.
- B) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- C) A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- D) An understanding of our service structure as it relates to the office.
- E) An understanding of the responsibilities of the office.
- F) Should have at least six (6) months experience in Regional H&I sub-committee work.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

-----  
-----  
**20> REGIONAL HOSPITALS AND INSTITUTIONS VICE-CHAIR DUTIES**

- A) Attends Regional service meetings according to policy.
- B) To learn the responsibility of the Regional H&I chair by working hand in hand with the Regional H&I chairperson to assist them in the completion of their duties.
- C) To fill in and assume all of the responsibilities of the Regional H&I chairperson in the absence of the chairperson at any Regional H&I sub-committee meeting or workshop or at Regional Service Committee meetings.

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**21> REGIONAL LITERATURE CHAIRPERSON QUALIFICATIONS**

- A) A suggested minimum of three (3) years of continuous abstinence from all drugs.
- B) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- C) A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- D) An understanding of our service structure as it relates to the office.
- E) An understanding of the responsibilities of the office.
- F) Should have at least six (6) months experience in Regional Literature sub-committee work.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

-----  
-----

**22> REGIONAL LITERATURE CHAIRPERSON DUTIES**

- A) Attends Regional Service meetings according to policy.
- B) Prepares an agenda for all Regional Literature sub-committee meetings and workshops.
- C) Chairs Regional Literature sub-committee meetings and workshops.
- D) Coordinates Regional Literature sub-committee workshops.
- E) Submits a written report quarterly at the RSC meeting to Regional secretary for inclusion in the Regional minutes.
- F) Makes a report to the Regional body of the sub-committee meeting and is available to answer any questions from the body.

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

(Continued on next page.)

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

- G) Serves as communications link between Regional Literature sub-committee and World Service literature sub-committee.
  - H) Prepares a budget with the sub-committee for the upcoming year to be approved by the Regional body.
  - I) Makes any motions regarding literature matters on behalf of Regional literature sub-committee and submits them in written form on Regional motion forms to Regional chair.
  - J) Registers Regional Literature sub-committee and assists the member Area's Literature sub-committees in registering with the World Service Literature sub-committee.
- -----

**23> REGIONAL LITERATURE VICE-CHAIR QUALIFICATIONS**

- A) A suggested minimum of three (3) years of continuous abstinence from all drugs.
- B) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- C) A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- D) An understanding of our service structure as it relates to the office.
- E) An understanding of the responsibilities of the office.
- F) Should have at least six (6) months experience in Regional Literature sub-committee work.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**24> REGIONAL LITERATURE VICE-CHAIR DUTIES**

- A) Attends Regional Service meetings according to policy.
  - B) To learn the responsibilities of the Regional Literature Chairperson by working hand in hand with the Regional Literature Chairperson to assist them in the completion of their duties.
  - C) To fill in and assume all of the responsibilities of the Regional Literature Chairperson in the absence of the chairperson at any Regional Literature sub-committee meeting or workshop or at Regional Service committee meetings.
- -----

**25> REGIONAL PUBLIC INFORMATION CHAIRPERSON QUALIFICATIONS**

- A) A suggested minimum of three (3) years of continuous abstinence from all drugs.
- B) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- C) A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- D) An understanding of our service structure as it relates to the office.
- E) An understanding of the responsibilities of the office.
- F) Should have at least six (6) months experience in Regional Public Information sub-committee work.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**26> REGIONAL PUBLIC INFORMATION CHAIRPERSON DUTIES**

- A) Attends Regional Service meetings according to policy.
- B) Prepares an agenda for all Regional PI sub-committee meetings and workshops.
- C) Chairs Regional PI sub-committee meetings and workshops.
- D) Coordinates all Regional PI sub-committee workshops.
- E) Submits a written report quarterly at the RSC meeting to Regional secretary for inclusion in the Regional minutes.
- F) Makes a report to the Regional body of the sub-committee meeting and is available to answer any questions from the body.
- G) Serves as a communications link between the Regional PI sub-committee and the World Service PI sub-committee.
- H) Prepares a budget with the sub-committee for the upcoming year to be approved by the Regional body.
- I) Makes any motions regarding PI matters on behalf of the Regional PI sub-committee and submits them in written form on Regional motion forms to the Regional chairperson.
- J) Registers the Regional PI sub-committee and assists the member Area's PI sub-committees in registering with the World Service PI sub-committee.
- K) Prepares a Regional calendar of events, with the help of Regional PI committee, and submits it to the Regional secretary to be included in Regional minutes each quarter.

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**27> REGIONAL PUBLIC INFORMATION VICE-CHAIR QUALIFICATIONS**

- A) A suggested minimum of three (3) years of continuous abstinence from all drugs.
- B) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- C) A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- D) An understanding of our service structure as it relates to the office.
- E) An understanding of the responsibilities of the office.
- F) Should have at least six (6) months experience in Regional Public Information sub-committee work.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

-----  
-----  
**28> REGIONAL PUBLIC INFORMATION VICE-CHAIR DUTIES**

- A) Attends Regional Service meetings according to policy.
- B) Learn the responsibilities of the Regional PI committee chairperson by working hand in hand with the Regional PI chair to assist in the completion of their duties.
- C) To fill in and assume all of the responsibilities of the Regional PI chairperson in the absence of the chairperson at any Regional PI sub-committee meeting or workshop or at Regional Service committee meetings.

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**29> REGIONAL POLICY CHAIRPERSON QUALIFICATIONS**

- A) A suggested minimum of three (3) years of continuous abstinence from all drugs.
- B) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- C) A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- D) An understanding of our service structure as it relates to the office.
- E) An understanding of the responsibilities of the office.
- F) Should have at least six (6) months experience in Regional Policy sub-committee work.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

-----  
-----  
**30> REGIONAL POLICY CHAIRPERSON DUTIES**

- A) Attends Regional service meetings according to policy.
- B) Prepares an agenda for all Regional Policy sub-committee meetings and workshops.
- C) Chairs Regional Policy sub-committee meetings and workshops.
- D) Coordinates all Regional Policy sub-committee workshops.
- E) Submits a written report quarterly at the RSC meeting to Regional secretary for inclusion in the Regional minutes.
- F) Makes a report to the Regional body of the sub-committee meeting and is available to answer any questions from the body.

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

(Continued on next page.)

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

- G) Serves as a communications link between Regional policy sub-committee and the World Service policy sub-committee.
  - H) Prepares a budget with the sub-committee for the upcoming year to be approved by the Regional body.
  - I) Makes any motions regarding policy matters on behalf of Regional policy sub-committee and submits them in written form on Regional motion forms to the Regional chairperson.
  - J) Provides clarification of current policy at RSC meetings and serves as resource to Regional body in this regard.
- -----

**31> REGIONAL POLICY VICE-CHAIR QUALIFICATIONS**

- A) A suggested minimum of three (3) years of continuous abstinence from all drugs.
- B) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- C) A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- D) An understanding of our service structure as it relates to the office.
- E) An understanding of the responsibilities of the office.
- F) Should have at least six (6) months experience in Regional Policy sub-committee work.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**32> REGIONAL POLICY VICE-CHAIR DUTIES**

- A) Attends Regional Service meetings according to policy.
  - B) Learn the responsibilities of the Regional Policy committee chairperson by working hand in hand with the Regional Policy chair to assist in the completion of their duties.
  - C) To fill in and assume all of the responsibilities of the Regional Policy chairperson in the absence of the chairperson at any Regional Policy sub-committee meeting or workshop or at the Regional Service committee meetings.
- -----

**33> REGIONAL CONVENFERENCE CHAIRPERSON QUALIFICATIONS**

- A) A suggested minimum of three (3) years of continuous abstinence from all drugs.
- B) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- C) A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- D) An understanding of our service structure as it relates to the office.
- E) An understanding of the responsibilities of the office.
- F) Should have experience in convention sub-committee work.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.  
NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**34> REGIONAL CONVENFERENCE CHAIRPERSON DUTIES**

- A) Attends Regional Service meetings according to policy.
- B) Prepares an agenda for all Regional Convenference sub-committee meetings and workshops.
- C) Chairs Regional Convenference sub-committee meetings and workshops.
- D) Coordinates all Convenference sub-committee workshops.
- E) Submits a written report quarterly at the RSC meeting to Regional secretary for inclusion in the Regional minutes.
- F) Makes a report to the Regional body of the sub-committee meeting and is available to answer any questions from the body.
- G) Prepares a budget with the sub-committee for the upcoming year to be approved by the Regional body.
- H) Makes any motions regarding Convenference matters on behalf of Regional Convenference sub-committee and submits them in written form on Regional motion forms to the Regional chairperson.
- I) Assists the Area currently hosting the Mid-Atlantic Regional Learning Convenference in any way they request.
- J) Assists any Area requesting information or help in placing a bid for an upcoming Mid-Atlantic Regional Learning Convenference.

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**35> REGIONAL CONVENFERENCE VICE-CHAIR QUALIFICATIONS**

- A) A suggested minimum of three (3) years of continuous abstinence from all drugs.
- B) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- C) A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- D) An understanding of our service structure as it relates to the office.
- E) An understanding of the responsibilities of the office.
- F) Should have experience in convention sub-committee work.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

-----  
-----

**36> REGIONAL CONVENFERENCE VICE-CHAIR DUTIES**

- A) Attends Regional Service meetings according to policy.
- B) Learn the responsibilities of the Regional Convenference committee chairperson by working hand in hand with the Regional Convenference chair to assist in the completion of their duties.
- C) To fill in and assume all of the responsibilities of the Regional Convenference chairperson in the absence of the chairperson at any Regional Convenference sub-committee meeting, workshop, or Regional Service committee meeting.

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**37. HOST CONVENFERENCE COMMITTEE CHAIRPERSON**

- A) A suggested minimum of five (5) years of continuous abstinence from all drugs, is a responsible, productive member of society, and has administrative abilities.
- B) Chairs the HCC meeting as well as the convenference.
- C) Keeps activities within the principles of the Twelve Traditions, the Twelve Concepts, and in accord with the purpose of the convenference.
- D) Follows Robert's Rules of Order for all committee meetings.
  - E) Prepares the agenda for HCC meetings.
- F) Proofreads the minutes before they are mailed to HCC members.
- G) Organizes subcommittee's and delegates' major tasks to specific subcommittees. Stays informed of the activities of each subcommittee and provides help when needed.
- H) Allows the subcommittee to do their jobs while providing guidance and support. Subcommittees should be given trust and encouragement to use their own judgement.
- I) Prevents important questions from being decided prematurely, in order to foster understanding by the full HCC prior to action.
- J) Helps resolve personality conflicts.
- K) Monitors the fund flow and overall convenference costs, and helps organize the subcommittee budgets.
- L) Ensures that all contracts signed by the committee are available for reference during the convenference.
- M) Votes only to break a tie.

(Continued on next page.)

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

- N) Is a member of the HCC budget subcommittee.
- O) Attends and participates in all RCS meetings.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

-----  
-----

**38. HOST CONVENFERENCE COMMITTEE VICE CHAIR**

- A) Five (5) years suggested clean time, is personable and familiar with all committee members in order to serve as a liaison between the subcommittees and the HCC.
- B) Acts as Chairperson if the Chairperson is unavailable.
- c) Co-ordinates subcommittee meetings, in order to ensure that they get the necessary support to do a good job.
- D) Works closely with the chairperson to help delegate responsibilities to each subcommittee.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**39. HOST CONVENFERENCE COMMITTEE TREASURER**

- A) Five (5) years suggested clean time, is a responsible and productive member of society, has accounting skills and has service experience with convenference or other large scale fellowship activities and has accessibility to other committee members, especially the registration committee.
- B) Changes signatures of signers on the bank account and informs bank of new P.O. box number. The signatories required for the account are any two of the following officers: the HCC Chairperson, Vice –chairperson, Treasurer, and Vice-treasurer, as well as the RCS Chair and Vice-chair. The cards and account information are filled out at the HCC meeting.
- C) Works with the HCC to follow the budget, which was developed by the RCS and reviewed and adopted by the HCC for the convenference.
- D) Writes all appropriate checks and is responsible for collecting receipts from subcommittees for money paid out.
- E) Responsible for reporting and transporting all money collected during the planning process, including revenues from registration, banquet tickets, etc., and advises the chairperson on cash supply, income flow, and rate of expenditures.
- F) Accountable for funds collected and deposited during the convenference.
- G) Quarterly and closing Treasurer’s report will be submitted at RCS meetings.
- H) Meets with the accountant to determine how to set up the treasurer’s ledger book.
- I) Turns in all reports and receipts to the RCS Chair and provides necessary information to file appropriate tax forms at the end of the fiscal year (April 1<sup>st</sup> through March 31<sup>st</sup>).
- J) Attends and is a member of the HCC budget subcommittee.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**40. HOST CONVENFERENCE COMMITTEE VICE TREASURER**

A suggested minimum of five (5) years of continuous abstinence from all drugs. The vice treasurer will fill in as treasurer in the absence of and will share the responsibilities of the Treasurer. Shares in the responsibility of collecting and depositing funds during the conference.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**41. WEB COMMITTEE CHAIRPERSON QUALIFICATIONS**

- A) A suggested minimum of three (3) years of continuous abstinence from all drugs.
- B) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- C) A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- D) An understanding of our service structure as it relates to the office.
- E) An understanding of the responsibilities of the office.
- F) A Demonstrated ability to successfully perform NA service.
- P) Should have at least six (6) months experience in Regional Web sub-committee work.

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

-----  
-----  
**42. WEB COMMITTEE CHAIRPERSON DUTIES**

- D) Has the ability to create and edit hypertext markup language (HTML) documents
- B) Use file transfer protocols (FTP) in order to upload and download files
- C) Maintains passwords for account information
- D) Maintains disk file in accordance with paragraph 5 of the Web Committee Guidelines.

(Continued on next page.)

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

- E) Minimize the size of graphic files while maintaining the integrity of the images
  - F) Must remain current with Internet and e-mail technologies
  - G) The Web Chair will periodically check all links to make sure that they are still active and contain NA Public Information that is inline with our traditions, these guidelines and the PI Handbook.
  - H) The willingness to advise Service Bodies when changes might be needed to the Web Committee's guidelines
- -----

**43. WEB COMMITTEE VICE CHAIR QUALIFICATIONS**

- A) A suggested minimum of two (2) years of continuous abstinence from all drugs.
- B) Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- C) A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- D) An understanding of our service structure as it relates to the office.
- E) An understanding of the responsibilities of the office.
- F) Should have at least six (6) months experience in Regional H&I sub-committee

6/9/90 - Page 14 - Motion 5 - Old Business

Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

**MID-ATLANTIC REGIONAL SERVICE COMMITTEE OF NA**  
**ELECTIONS AND DUTIES OF TRUSTED SERVANTS**

**44. WEB COMMITTEE VICE CHAIR DUTIES**

- A) To assist and learn the responsibilities and/or protocol of the Web Chairpersons duties and responsibilities.
- B) To Assume the Web Chairpersons position in the absence of the Chair
- C) Has the ability to create and edit hypertext markup language (HTML) documents
- D) Use file transfer protocols (FTP) in order to upload and download files
- E) Must remain current with Internet and e-mail technologies