

## REGIONAL TIMELINE

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### MARCH

1. The Regional Policy Manual is posted to the Internet. The Policy Subcommittee will be responsible to update the manual quarterly, with the Web Chair being responsible to post the updates quarterly.
- One year prior to the World Service Conference (WSC), the Alt. RD must provide the Regional conference Subcommittee (RCS) an estimate of travel, lodging and per diem expenses to the WSC. This expense is a line item in the MARLCNA budget, which will be presented to the Host Conference Committee (HCC) in May. For example, in March of 2007, the Alt. RD must provide an estimate of expenses for the WSC held in April of 2008.
  - If the region is planning to do the three-year review of our non-profit status, an estimated amount of expenses must be provided to the RCS so that they can account for that expense in the MARLCNA budget. Again, this expense is a line item in the MARLCNA budget every three years.
  - The HCC treasurer 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> – March 31).
  - The RCS is responsible for the timely preparation and filing of all appropriate documents hires all professionals needed to do the job. Both the regional treasurer and the RCS should get together at the March regional meeting to go over the reconciliation process. They should set up a time to take the books to the accountants. This should be done after April 15<sup>th</sup> but not before April 30<sup>th</sup>. The region has until the 15<sup>th</sup> day of the 5<sup>th</sup> month past our fiscal year-end to file our taxes – August 15<sup>th</sup>. The accountants do an automatic extension until November 15<sup>th</sup> and a final extension until February 15<sup>th</sup>. If our taxes are not filed by February 15<sup>th</sup> we are levied a fine. The taxes that are filed for April 1<sup>st</sup>, 2004 – March 31<sup>st</sup>, 2005 are referred to as our taxes for **2004**.
  - The RCS should keep the Tax Notebook up-to-date with all correspondence with the accounting firm. All the regions tax Forms (990's and Schedule A's) should be kept in the Tax Notebook and brought to each regional meeting for inspection by any RCM or member of the region, per our bylaws. Our Form 990's should be posted on the internet for the past three years. All documentation verifying the Form 990's should be kept on file for seven (7) years in case of an audit.
  - The RCS should begin their search for a possible site for the Conference, which will occur in two years. For example, the RCS will begin searching for sites in March of 2006 for the conference to be held in February 2008.
  - The regional vice treasurer will be elected in March of every year, for term of Treasurer to begin in June to coincide with our fiscal year which runs April 1<sup>st</sup> – March 31<sup>st</sup>. Nominations will be reopened just prior to the election, only by the passing of a motion to reopen nominations.

- The Regional Conference Subcommittee (RCS) vice chair will be elected in March of every odd year. Nominations will be reopened just prior to the election, only by the passing of a motion to reopen nominations.
- The MARLCNA Host Conference Committee vice chair and treasurer will be elected in March of every year. Nominations will be reopened just prior to the election, only by the passing of a motion to reopen nominations.
- The Alternate RD will be nominated in March of every even year.
- To prevent the necessity of tabling important clarifications and motions for a year, RD's should have, before leaving their region, a vote of confidence that they are authorized to vote their members' group conscience on motions not in the World Conference Agenda Report.
- The RCS presents an initial financial summary of MARLCNA.
- The HCC prepares a check to the MARSC for the remaining funds except for a maximum of \$400.00 to be left in the account to cover any outstanding bills, etc.
- The RCS delivers a check remaining to the regional treasurer, along with a statement of what budgeted items are still outstanding, i.e. how much money should be held and not sent to WSC. Outstanding bills may include: the Alt. RD's travel and per diem expenses to the WSC, the insurance premium, any accounting fees, any attorney fees – the attorney should be consulted every three years to make sure any new policies or changes the region has adopted do not affect our status as a non-profit corporation, and World Servants' travel expenses to MARLCNA – the conference budgets to pay half of their total expenses up to a budgeted amount. (Historically, the budgeted amount has been \$1,000.00)
- The regional treasurer oversees payment of all bills to tax and legal professionals.
- After all conference bills are paid, the regional treasurer follows current regional policy for handling of net proceeds.
- The HCC chairperson attends region to give a final written report of the conference, offer recommendations on behalf of the host committee and answers questions, if necessary.
- The RCS is responsible to sponsor an organizational meeting to elect members of the HCC. The flyer announcing the organizational meeting should note the date and location of the conference and be provided to all areas in the region.

- The RCS is responsible to store any remaining merchandise until the MARSC decides how to deplete the inventory. The region is responsible for the sale of all remaining MARLCNA merchandise. Any proceeds from the sale of this merchandise must be turned over to the regional treasurer and applied to the proceeds from that year's conference.
- The RCS holds the Master Tapes for archives. Any other tapes from the conference are distributed within the region. If there are two sets of Master Tapes, the second set of master tapes is to be sent with the Regional Delegate to the WSC for that year.
- The RCS gathers recommendations from the officers and subcommittees of the HCC as well as recommendations from the MARSC regarding that year's conference. These recommendations are reviewed by the RCS and either added to the guidelines as per group conscience or passed on to the incoming HCC. Any motions presented to the region by the RCS, should be brought to the HCC first.
- The RCS delivers seed money to the HCC treasurer. The regional treasurer will cut two checks from the total start-up funds: one to the hotel as a deposit, one to the HCC for the remainder, following current regional policy. For MARLCNA XXIII (2007) the total start up money is \$13,500.00.

## **JUNE**

1. The Regional Policy Manual is posted to the internet. The Policy Subcommittee will be responsible to update the manual quarterly, with the Web Chair being responsible to post the updates quarterly.
2. Once the HCC schedule of meetings is approved, the RCS should provide it to all areas in the region. The HCC meeting schedule is drafted and approved during the April organizational meeting. The H&H chairperson must clear the dates with the hotel and then the region can be informed of the meeting schedule.
3. Elections for Alternate RD will be held every even year, with the election to be held in June. Nominations will be reopened just prior to the election, only by the passing of a motion to reopen nominations.
4. All other vice or alternate positions should be nominated in June.
5. The RCS delivers a check of moneys remaining in the bank account from the previous conference to the regional treasurer.
6. The RCS provides a final reconciliation report to the region, which includes the proposed budget for the upcoming MARLCNA.
7. The RCS develops a list of subcommittee chair and vice chair addresses and phone numbers for distribution at the June regional meeting.

## SEPTEMBER

- The Regional Policy Manual is posted to the Internet. The Policy Subcommittee will be responsible to update the manual quarterly, with the Web Chair being responsible to post the updates quarterly.
- To provide a copy of the CAT to RCM's and Alt. RCM's prior to MARLCNA. This is the responsibility of the RD and RDA.
- Remind RCM; s and Alt. RCMs who are requesting registration to be waived and lodging to be provided for MARLCNA, that they must follow the approved regional policy. "The MARLCNA committee waives the registration fee and provides lodging to RCM's and Alt.'s of the Mid-Atlantic Region upon request if needed. Requests must be made in writing (3) months prior to the event and forwarded to the Convenference Committee to allow sufficient time to arrange accommodations." The RCS must stay in touch with officers of the MARSC to see if any written requests have been received and the date that they were received. Only those requests received in written form by the date required (3 months prior to the event) will be honored.
- That the MARSCNA is to put on a GSR Assembly (Regional Assembly) as described in "A Guide to our Local Service" to discuss the Conference Agenda Report (CAR) prior to MARLCNA.
- All other vice or alternate positions to be elected in September of every year. The nominations may be reopened just prior to election, only by passing of a motion to reopen the nominations.
- The RD is to order the WSC Agenda Report when available every other year, and will distribute them within the region according to policy. A copy of the CAR will be distributed to each RCM. The RD is to also order the Conference Approval Track when available every other year, and will distribute them accordingly. A copy of the CAR will be distributed to each RCM. In the event the area doesn't have an RCM, the RD will mail a copy to that perspective area.
- The Regional Delegate is responsible for contacting NA World Services about the number of world servants needed for the Conference Agenda Report workshop and any other related world service topics. The accepted policy for expenses associated with the world servants is as follows.
  - World Servants
  - Travel – half of total bill up to budgeted amount (in 2006, the budgeted amount was \$1,000.00);
  - Lodging – as per World Travel Policy: no more than two world servants per room, do not room smokers with non smokers, do not mix sexes, and do not force a world servant to sleep with someone they do not know. While the RD is responsible for communicating with the World Servants, they must adhere to this accepted policy when discussing lodging arrangements;
  - A full convenference package

- The RD and RDA may attend the HCC meeting to discuss what they need in the MARLCNA program regarding the Conference Agenda Report workshop and any other related world service topics.
- The H&I Subcommittee provides to the RCS names and addresses of those agencies and institutions which are already aware of the fellowship and have H&I Panels currently operating.
- The PI subcommittee provides the RCS addresses of other agencies, which they have, direct contact with addicts.
- The HCC chair attends the September MARSC meeting and delivers registration flyers for distribution to each area. If the HCC chair is unable to attend the regional meeting, the RCS will deliver the flyers.
- The RCS gathers the number of home groups in each Area. These numbers are delivered to the HCC registration subcommittee to calculate the number of PPP's to go to each Area. Remind RCM's that when they list the number of home groups not to be confused with the number of meetings in their Area.

## DECEMBER

1. The Regional Policy Manual is posted to the Internet. The Policy Subcommittee will be responsible to update the manual quarterly, with the Web Chair being responsible to post the updates quarterly.
2. RCM's and Alt. RCM's who have requested registration to be waived and lodging to be provided for MARLCNA and have followed regional policy, must fill out a MARLCNA flyer with both registration and hotel reservation information completed. These flyers will be returned to the RCS to deliver both to the HCC registration and H&H committees. Also, RCM;s will be asked by the RCS if they are willing to room together, men with men, etc.
3. According to the policy, the regional treasurer will need to write a check to the hotel to cover the cost of lodging and a check to the MARLCNA committee to cover the cost of pre-registration and meals for our RD and Alternate RD to attend MARLCNA. MARLCNA flyers must be filled out by both the RD and Alt. RD with both registration and hotel reservation information completed. The forms must be returned to the RCS to be delivered to the registration and H&H committees.
4. The RCS presents their recommendation for the Conference. The region reviews the site bid packages and selects a site for the Conference. The vote is done one year prior to the Conference. For example, the site of the 2008 MARLCNA will be selected in December of 2006.
5. The vice treasurer is nominated in December of every year.
6. The MARLCNA HCC vice chair and vice treasurer are nominated in December of every year. The RCS presents nominations for the HCC vice chair and vice treasurer.
7. The nominations for the Regional Conference Subcommittee (RCS) vice chair are presented to Region by the conference subcommittee at the December Region of every even year.
8. The RD provides a written annual report on the region to be included in the WSC Fellowship Report prior to the conference.
9. The regional treasurer submits a written annual Regional Treasurer Report at the end of the fiscal year to the regional secretary for inclusion in the minutes.
10. H&I, Literature, Public Relations, Policy, Web, and the RCS prepare a budget with the subcommittee for the upcoming year to be approved by the Regional Body.

11. The Regional Delegate and Regional Delegate Alternate are to propose a budget for travel expenses for the following year.