

MARSCNA REGIONAL BI-MONTHLY TIMELINE

Filename: 2023.01.28 Final MARSCNA Bi Monthly Timeline.docx

Table of Terms, Abbreviations:

A. MARLCNA

- a. MSC: MARLCNA Service Committee
- b. MSC Chair
- c. MSC Vice Chair
- d. MSC Treasurer
- e. MSC Vice Treasurer
- f. MSC Subcommittee
- g. MSC H&H Chair: Hotels & Hospitality Chair
- h. PPP: Primary Purpose Package

B. RD: Regional Delegate

- 1) RD: Regional Delegate
- 2) RDA or RD Alternate: Regional Delegate Alternate
- 3) WSC: World Service Conference
 - a. Fellowship Report
 - b. World Servants
- 4) CAT: Conference Approval Track
- 5) CAR: Conference Agenda Report
 - a. Aka. World Conference Agenda Report, WSC Agenda Report
- 6) NEZF: North East Zonal Forum

C. MARSCNA

- 1) MARSCNA: Mid-Atlantic Regional Service Committee of NA /Regional Body /MARSC
- 2) Regional Treasurer and Regional Vice Treasurer
- 3) Regional Secretary
- 4) Officers of the MARSC
- 5) GSR: Group Service Representative
- 6) Web Chair
 - a. Web Committee
- 7) RCM: Regional Committee Member
- 8) RCM Alt. or RCMA: Regional Committee Member Alternate
- 9) Policy Subcommittee
- 10) H&I Subcommittee
 - a. H&I: Hospitals and Institutions
 - b. H&I Panels
- 11) PR Subcommittee
 - a. PR: Public Relations

START OF MARSCNA TIMELINE:

JANUARY

1. The Policy Subcommittee will update the Policy Manual as needed, and forward the amended document in .PDF and .DOC format to the Web Chair. The Web Chair will post the updates to the website when provided.
2. The MSC 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.
3. The RD provides a written annual report on the Region to be included in the WSC Fellowship Report prior to the conference.

MARCH

1. The Policy Subcommittee will update the Policy Manual as needed, and forward the amended document in .DOC and .PDF format to the Web Chair. The Web Chair will post the updates to the website when provided.
2. As appropriate per regional policy, committees will prepare a budget with their subcommittee for the upcoming fiscal year (April 1st-March 31st) to be approved by the Regional Body.
3. One year prior to the World Service Conference (WSC), the RD (with the assistance of the RDA) must provide the Region an estimate of travel, lodging and per diem expenses to the WSC. This expense is a line item in the Region's budget, which will be presented to the Region in May.
4. 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 MSC 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.
5. The Regional Treasurer is reminded to have the accountant renew the Tax ID for region.
6. The MSC Treasurer turns in all reports and receipts to the MSC Chair and provides necessary information to file appropriate tax forms at the end of the fiscal year (April 1st - March 31).
7. The Regional Treasurer 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 MSC Treasurer 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 15th, but not before April 30th. The Region has until the 15th day of the 5th month past our fiscal year-end to file our taxes - August 15th. The accountants do an automatic extension until November 15th, and a final extension until February 15th. If our taxes are not filed by February 15th, we are levied a fine. The taxes that are filed for April 1st, 2004 - March 31st, 2005 are referred to as our taxes for 2004.
 - a. The Regional Treasurer will attend the MSC reconciliation Meeting.
8. The Regional Treasurer 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. All documentation verifying the Form 990's should be kept on file for seven (7) years in case of an audit.

9. The MSC should begin their search for a possible site for the Conference, which will occur in two years.
10. The Regional Vice Treasurer will be elected in March of every year, for term of Vice Treasurer to begin in May to coincide with our fiscal year which runs April 1st - March 31st. Nominations will be reopened just prior to the election, only by the passing of a motion to reopen nominations.
11. The MSC Vice Chair and Vice Treasurer will be elected in March of every year at Region. Nominations will be reopened just prior to the election, only by the passing of a motion to reopen nominations.
12. The RDA will be nominated in March of every even year.
13. To prevent the necessity of tabling important clarifications and motions for a year, the RD & RDA, before leaving the Region should have a vote of confidence that they are authorized to vote our members' group conscience on motions not in the World Conference Agenda Report.
14. The MSC Chair presents an initial financial summary of MARLCNA to the Region.
15. The MSC Treasurer prepares a check to the MARSC for the remaining funds except for a maximum of:
 - a. \$400.00 to be left in the account to cover any outstanding bills, etc.
16. The MSC Treasurer 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 RDA 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)
17. The Regional Treasurer oversees payment of all bills to tax and legal professionals.
18. After all, Conference bills are paid, the Regional Treasurer follows current Regional Policy for handling of net proceeds.
 - a. Note: Before disbursing net proceeds, all regional expenses should be considered, and monies saved in the regional account to cover expenses including: Accountant (Tax Exempt/Taxes), Lawyer, Insurance, PO Box, Web Page, RD/RDA Budget expenses (travel), etc.
19. The MSC Chair attends region to give a final written report of the Conference, offer recommendations on behalf of the MSC, and answers questions, if necessary.
20. The MSC Chair is responsible to sponsor an Organizational Meeting to elect members of the MSC Subcommittees. The flyer announcing the Organizational Meeting should note the date and location of the Conference and be provided to all Areas in the Region and be posted on our website.
21. The MSC Chair 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.
22. The MSC Chair 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 RD

to the WSC for that year.

23. The MSC gathers recommendations from the MSC Officers and Subcommittees, as well as recommendations from the MARSC regarding that year's Conference. These recommendations are reviewed by the MSC and either added to the guidelines as per group conscience or passed on to the incoming MSC Chair. Any guidelines affecting the Regional Body should be brought to the Region by the MSC Chair.
24. The MSC Treasurer delivers seed money to the Regional Treasurer. The Regional Treasurer will cut two checks from the total start-up funds: one to the hotel as a deposit, one to the MSC for the remainder, following current regional Policy. For MARLCNA XXXVIII (2022) the total start-up money is \$15,000.00.

MAY

1. The Policy Subcommittee will update the Policy Manual as needed, and forward the amended document in .DOC and .PDF format to the Web Chair. The Web Chair will post the updates to the website when provided.
2. Once the MSC schedule of meetings is approved, the MSC Chair should provide it to all areas in the region. The MSC Organizational Meeting schedule is drafted and approved during the April Organizational Meeting. The MSC H&H Chair must clear the dates with the hotel and then the region can be informed of the meeting schedule.
3. The Election for the RDA will be held in May of every even year. Nominations will be reopened just prior to the election, only by the passing of a motion to reopen nominations.
4. All other Regional Vice or Alternate positions should be nominated in May.
5. The Regional Treasurer submits a written annual Regional Treasurer Report (which is the summary of the past fiscal year) at the end of the fiscal year to the Regional Secretary for inclusion in the minutes.

JULY

1. The Policy Subcommittee will update the Policy Manual as needed, and forward the amended document in .DOC and .PDF format to the Web Chair. The Web Chair will post the updates to the website when provided.
2. The MSC Treasurer delivers a check of moneys remaining in the bank account from the previous Conference to the Regional Treasurer.
3. The MSC Chair-provides a final reconciliation report to the Region, which includes the proposed budget for the upcoming MARLCNA.
4. The MSC Chair develops a list of Subcommittee Chair and Vice Chair addresses and phone numbers for distribution at the July regional meeting.

SEPTEMBER

1. The Policy Subcommittee will update the Policy Manual as needed, and forward the amended document in .DOC and .PDF format to the Web Chair. The Web Chair will post the updates to the website when provided.
2. To provide a copy of the CAT to RCM's & RCMA's prior to MARLCNA. This is the responsibility of the RD and RDA.

3. Remind RCM's & RCMA's who are requesting registration to be waived and lodging to be provided for MARLCNA, that they must follow the approved regional policy.
 - a. "The MSC waives the registration fee and provides lodging to RCM's and RCMA's of the Mid-Atlantic Region upon request if needed.
 - b. Requests must be made in writing by November's Region and forwarded to the MSC to allow sufficient time to arrange accommodations.
 - c. The MSC Chair-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.
 - d. Only those requests received in written form by November's Region will be honored.
4. 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.
5. 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.
6. 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. A copy of the CAR will be distributed to each RCM.
 - b. The RD is to also order the Conference Approval Track when available every other year, and will distribute them accordingly.
 - c. 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.
7. 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 Regional policy for expenses associated with the world servants is as follows:
 - I. Travel - half of total bill up to budgeted amount (in 2006, the budgeted amount was \$1,000.00)
 - II. 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.
 - a. While the RD is responsible for communicating with the World Servants, they must adhere to this accepted policy when discussing lodging arrangements. A full Conference package will be provided to the World Servants.
 - III. The RD and RDA may attend the MSC meeting to discuss what they need in the MARLCNA program regarding the Conference Agenda Report workshop and any other related world service topics.
8. The H&I Subcommittee compiles a list of names and addresses of those agencies and institutions in the region which are already aware of the fellowship and have H&I Panels currently operating, and provides that list to the MSC Chair. **Note:** The MSC Chair will send out MARLCNA flyers to these facilities.
9. The PR subcommittee compiles a list of agency names and addresses in the region, which do not currently have H&I Panels operating, but potentially have direct contact with addicts who may not be aware of the fellowship, and provides that list to the MSC Chair. **Note:** The MSC Chair will send out MARLCNA flyers to these facilities.
10. The MSC Chair attends the September MARSC meeting and delivers MARLCNA flyers for distribution to each area. If the MSC Chair is unable to attend the regional meeting, the MSC Vice Chair will deliver the flyers.

11. The MSC Chair gathers the number of home groups in each Area. These numbers are delivered to the MSC registration subcommittee to calculate the number of PPPs 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.

NOVEMBER

1. The Policy Subcommittee will update the Policy Manual as needed, and forward the amended document in .DOC and .PDF format to the Web Chair. The Web Chair will post the updates to the website when provided.
2. RCM's & RCMA'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 MSC Chair to deliver both to the MSC registration and H&H committees. Also, RCM's will be asked by the MSC Chair if they are willing to room together, men with men, etc.
3. The Regional Vice Treasurer is nominated in November of every year.
4. The MSC Vice Chair and Vice Treasurer are nominated in November of every year.
5. According to the policy, the Regional Treasurer will need to write a check to MARLCNA to cover the cost of lodging and a full-package for our RD and RDA to attend MARLCNA. MARLCNA Registration flyers must be filled out by both the RD and RDA, with both registration and hotel reservation information completed. The forms must be returned to the MSC Chair to be delivered to the registration and H&H committees.
6. The Regional Delegate and Regional Delegate Alternate are to propose a budget for travel expenses for the following year.