

As of 3/14/2021 there are currently unfilled positions in the North Dade Area ASC. Please see below a list of open positions and bring nominations to the next area service on April 11, 2021. If more info is need please contact the ASC Secretary @ email secretary @ secretary@northdadearea.org.

All positions will reopen in June 2021 as per the North Dade Area guidelines below.

All North Dade Area Administrative and Sub Committee Chair positions are open for the fiscal year in the month of June, Nominations are to presented at the ASC Meeting in July, Voting of nominated Officers and Sub Committee chairs will occur at the August ASC, elected trusted servants will assume positions in September at the beginning of the fiscal year.

Nominations

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4 *Concept states: "Effective leadership is highly valued in Narcotics Anonymous. Our Leadership qualities should be carefully considered when selecting trusted servants."*

When selecting a participant of the ASC, we have a spiritual responsibility. If we place someone in a service position that does not have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service, *then we bear the responsibility* if this participant is unable to perform his/her responsibilities in a manner consistent with our principles. At the ASC meeting in June, nominations of ASC positions shall be solicited. ASC Participants who have not served two (2) consecutive terms shall be able to run for another term of office at the July ASC, unless they decline to run.

Nomination Procedure

At the time of nominations at the ASC meeting in July, the nominee must be present in to accept the nomination. Directly before the floor is opened for nominations, the Chairperson will state the qualifications and responsibilities of each position, as outlined in these guidelines.

A nomination shall be submitted only with the knowledge and consent of the nominee. Each nominee shall then state their qualifications for serving the fellowship as a whole (state clean time, a brief service history, and his/her qualifications for the position, and why they can and want to serve the fellowship). The participants of the ASC shall question each nominee concerning matters relevant to their possible election. Each nomination must be seconded. ***Once seconded, all nominations will be sent to groups to vote on, and then voted on at the following ASC meeting. All nominees must submit their written qualification to the Secretary to be included in the minutes.***

No Waiving of Guidelines

It is recommended that the North Dade ASC not waive guidelines. Motions to waive one part of the guidelines on a temporary basis should be rare and only used to solve a critical or ***emergency situation*** that is time sensitive. ***A motion to waive or suspend guidelines shall require unanimous consent to pass.***

No Waiving of Clean-time

It is recommended that the North Dade ASC not waive the stated clean time requirements in order to elect someone to a position. Motions to waive clean time on a temporary basis should be rare and only used to solve a critical or emergency situation. ***A motion to waive the stated clean time requirements shall require unanimous consent to pass.***

Elections

Elections of all ASC positions shall be conducted yearly with nominations brought to the ASC in July, and elections held in August. Persons elected will begin their service at the following NDASC meeting.

Election Procedure

Elections of ASC positions shall be conducted in August by show of hands voting concealed, and tallied by the Secretary and the Vice-Chairperson. All nominees must be present at time of election. The Chairperson shall announce the election results. All written ballots must indicate the voting participant and the vote cast. Balloting procedure is to be followed until one candidate has received a simple majority vote. Election results shall not be published by number in the ASC minutes.

Single Nominee

In the case of only one (1) nomination at the time of elections in August, the nominee **must** be elected by a simple majority vote of the voting participants of the ASC .

Assumption of Office

All newly elected participants of the ASC shall assume the duties of their offices at the conclusion of the meeting at which the election took place. A participant may serve only one (1) ASC position at a time. **However, Ad-hoc or temporary assignments are the exception, and shall not be in conflict with current position held.** Upon election, Officers, Subcommittee Chairpersons, and Coordinators shall resign as GSRs, if applicable. Their group shall then elect a new representative, thus ensuring all groups equality of representation.

Terms of Office

Regular Term

All participants of the ASC shall serve a one (1) year term to be elected in August, with the exception of the 24hr Room Chair, NDACNA chair, and RCMA, which are two (2) year terms.

Vacancies/Un- expired Terms

If there is a vacancy, un-expired terms may be filled according to the above nomination and election procedures.

Resignation

A participant of the ASC may resign by providing written notice to the Administrative Subcommittee. Upon resignation from office of the RCM or ASC Chairperson, a Priority Vote of Confidence shall be taken for the RCM Alternate or Vice-Chairperson to fill the position. This Priority Vote of Confidence shall require a simple majority vote. In the event that a position is filled by vacancy, the participant may, at the completion of the un-expired term, be nominated for a complete term according to regular nomination and election procedures.

Impeachment

An elected participant of the ASC shall receive a letter of "Intent to Impeach" from the Chairperson of the ASC, due to one or more of the following:

- Two (2) consecutive absences from ASC meetings
- Two (2) consecutive absences from Administrative Subcommittee meetings
- Failure to perform responsibilities as outlined in these guidelines
- Negligence in handling NA funds

All other grounds for impeachment shall be brought to the floor in the form of a motion. Motion to impeach is always in order and requires a simple majority vote by the voting participants. Impeachment voting shall be done by written ballot.

Removal

An elected participant of the ASC shall be immediately removed from office by the Chairperson or Vice Chairperson of the ASC due to one or both of the following:

- Interruption of abstinence (Relapse)
- Theft of NA Funds

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Our 10th Concept states: "Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal."

If a participant of the ASC feels they have been wrongly accused, that participant can petition the ASC to address their grievance, without fear of reprisal.

Re-election

In keeping with the principle of rotating leadership, it is recommended that no participant of the ASC serve more than two (2) consecutive regular terms in the same position.

North Dade ASC Open Positions		
Chair-	Shirley	Has been active at least three (3) years in the ASC service structure of Narcotics Anonymous.
Vice Chair-	open	Has been active for at least two (2) years in the ASC service structure of Narcotics Anonymous.
RCM-	open	Has been active for at least one (2) year in the ASC service structure of Narcotics Anonymous.
Alt RCM	open	This is a training position for one (1) year, followed by a one (1) year term as RCM.
Treasurer-	Tina	Has been active for at least two (2) years in the ASC service structure of Narcotics Anonymous
Assistant Treasurer-	open	Has been active for at least one (1) year in the ASC service structure of Narcotics Anonymous.
Secretary-	Keisha	Has been active for at least one (1) year in the ASC service structure of Narcotics Anonymous.
Assistant Secretary-	open	Has been active for at least six (6) months in the ASC service structure of Narcotics Anonymous.
Entertainment/Activities	Owedia	Has been active for at least six (6) months in Entertainment committee. Two (2) years of abstinence.
Helpline/Public Relations-	Bruce	Has been active for at least six (6) months in Helpline committee. Two (2) years of abstinence.
Hospitals & Institutions-	?	Has been active for at least six (6) months in H & I. Two (2) years of continuous abstinence.
Literature-	Sheryl	Has two (2) years of continuous abstinence from all drugs
Meeting List-	Rosie	Has two (2) years of continuous abstinence from all drugs
NDACNA-	Phyllis J	
Newsletter-	Mary	Has been active for at least six (6) months in Newsletter committee. Two (2) years of abstinence
Outreach (Ad Hoc)		Has two (2) years of continuous abstinence from all drugs.
Website-	Herb	Has been active for at least six (6) months in the Website committee .Two (2) years of abstinence

1. ASC Chairperson Qualifications

- Has been active for at least three (3) years in the ASC service structure of Narcotics Anonymous
- Has five (5) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall arrange for and preside over the monthly ASC meetings
- Shall prepare, copy, and bring a monthly agenda to all ASC meetings
- Shall coordinate provision of food and beverages, as well as setting up of the ASC meeting room
- Shall determine that a quorum is present
- Shall enforce rules of decorum and discipline at the ASC Meetings, will keep discussion focused on the topic and within a reasonable time frame, will attempt to be absolutely fair and impartial
- Shall refrain from speaking to the merits of or engaging in debate upon motions pending unless requested to do so by a participant of the ASC, at which time the Chairperson may step down for discussion
- Shall send a letter of "Intent to Impeach" to participants of the Administrative Subcommittee who have missed two (2) consecutive ASC Meetings or Administrative Subcommittee Meetings
- Shall announce the coming of elections two (2) meetings prior to the election meeting
- Shall write all correspondence on behalf of the ASC
- Shall be responsible for ensuring the archives are properly stored
- Shall vote at the ASC meetings only to break tie votes; shall not make or second motions
- Shall be a co-signer of the North Dade ASC bank account

2. Vice Chairperson Qualifications

- Has been active for at least two (2) years in the ASC service structure of Narcotics Anonymous;
- Has four (4) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all Administrative Subcommittee duties
- Shall serve as Parliamentarian of the ASC meetings
Shall assist the Chairperson in performing his/her responsibilities
- Shall assume the responsibilities of the Chairperson or any other Admin Subcommittee participant in his/her absence
- Shall be a coordinator between all Subcommittees to assure coordination of functions and proper cooperation of responsibilities
- Shall conceal and tally the vote of written ballots and pass results to the Chairperson
- Shall conduct the GSRs Orientation
- Shall coordinate the committee entrusted to conduct the annual financial review
- Shall make and second motions at the ASC; but shall not vote
- Shall arrange and preside over all Administrative Subcommittee meetings
- Shall vote at the Administrative Subcommittee only to break tie votes; shall not make or second motions
- Shall be a co-signer of the North Dade ASC bank account

3. Secretary Qualifications

- Has been active for at least one (1) year in the ASC service structure of Narcotics Anonymous;
- Has two (2) years of continuous abstinence from all drugs
- Has general office and secretarial experience, and organizational ability
- Has access to a computer and printer, and is computer literate
- Has access to the internet
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall perform Roll Call for attendance
- Shall assume the responsibilities of the Chairperson in the absence of the Chairperson, Vice- Chairperson, RCM and Alternate RCM
- Shall give Secretary's Report at the ASC
- Shall maintain an updated mailing list of all North Dade ASC participants
- Shall keep an accurate record (minutes) of all ASC meetings
- Shall maintain copy and distribute ASC minutes to all participant of the ASC.
- An updated attendance list of groups and their GSRs, removing groups which have been absent two (2) consecutive times
- An updated attendance list of participants of the Administrative Subcommittee
- Shall copy and bring to the ASC, additional copies of the ASC minutes.
Shall copy and bring to the ASC, Check Request, Meeting List Changes, Motion, Group Report and Subcommittee Report forms and any other forms that is deemed necessary for the ASC use.
- Shall maintain an archive of all North Dade ASC minutes, guidelines, subcommittee reports and North Dade ASC business and correspondence and make these records available to any participant of the ASC
- Shall make and second motions at the ASC; but shall not vote

4. Assistant Secretary Qualifications

- Has been active for at least six (6) months in the ASC service structure of Narcotics Anonymous
- Has one (1) year of continuous abstinence from all drugs
- Has general office and secretarial experience, and organizational ability
- Has access to a computer and printer, and is computer literate
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall assist the Secretary in performing his/her responsibilities
- Shall assume the responsibilities of the Secretary in his/her absence
- Shall keep an accurate record (minutes) of all Administrative Subcommittee meetings, as follows:
 - Times meeting starts and ends
 - Readings done and by whom
 - Some general idea of what was said during Open Forum, by whom, and any specific recommendations given by the speakers
 - Old and New Business motions, and Administrative recommendations
 - Any other important business
- Shall make and second motions at the ASC; but shall not vote

5. Treasurer Qualifications

- Has been active for at least two (2) years in the ASC service structure of Narcotics Anonymous
- Has three (3) years of continuous abstinence from all drugs
- Has a steady source of income
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all Administrative Subcommittee duties as it pertains to ASC funds
- Shall act as the custodian of all North Dade ASC funds
- Shall keep an accurate recording of all financial transaction
- Shall bring to all ASC meetings all books and records for inspection by any participant of the ASC
shall present at all ASC meetings, a written and oral report of monthly contributions and expenditures, including projected expenses for the upcoming month
- Shall within seventy-two (72) hours of receipt, deposit all ASC funds into the North Dade ASC bank account
- Shall disburse funds as necessary in accordance with the decisions of the North Dade ASC
- Shall disburse all approved expenses in a timely manner
- Shall coordinate with Administrative Subcommittee to develop a prudent reserve that is adequate to serve the ASC
- Shall coordinate with Administrative Subcommittee to develop detailed annual (12 month) budget projections to be updated quarterly (every three months) and submitted to the ASC for discussion and approval
- Shall present a written and oral full financial report in September in conjunction with the annual financial review
- Shall return the checkbooks and all financial records at the end of the term of office to the ASC Chairperson
- Shall be a key holder of the ASC P.O. Box
- Shall regularly collect and distribute all ASC mail
- Shall make and second motions at the ASC; but shall not vote

6. Assistant Treasurer Qualifications

- Has been active for at least one (1) year in the ASC service structure of Narcotics Anonymous;
- Has two (2) years of continuous abstinence from all drugs
- Has a steady source of income
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall assist the Treasurer in performing his/her responsibilities
- Shall assume the responsibilities of the Treasurer in his/her absence
- Shall act as coordinator between the Treasurer and Literature Distribution Coordinator for the collection of ASC funds
- Shall participate in the budget development and annual financial review process
- Shall make and second motions at the ASC; but shall not vote

7. Regional Committee Member (RCM) Qualifications

- Has been active for at least two (2) years in the ASC service structure of Narcotics Anonymous
- Has three (3) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- the ability to work for the common good, placing principles before personalities at all times
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC and RSC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall represent the "Group Conscience" of the North Dade ASC at the RSC, and shall vote on any motion at the RSC that has not been voted on by the ASC
- Shall maintain an updated and accurate binder consisting of monthly ASC and RSC reports, regional activities calendar and yearly budget
- Shall assume the responsibilities of the Chairperson in the absence of the Chairperson, and Vice-Chairperson
- Shall be a source of information and guidance for North Dade ASC participants on matters concerning the Twelve Traditions, the Twelve Concepts and all aspects of service in Narcotics Anonymous
- Shall take part in any decision which affects the RSC (speaking as the voice of the ASC)
- Shall present at all ASC meetings, a written and oral report of the business conducted at the RSC on current RSC and World issues
- Shall copy and bring to the ASC each month, bring a copy of RSC Activities Calendar
- Shall attend RSC Subcommittee meetings when the ASC Subcommittee Chairperson cannot attend. Any Subcommittee Chairperson who cannot attend the RSC must submit a written report to the RCM
- Shall submit to the ASC for approval, a detailed annual budget including RSC travel, no later than November of each year
- Shall make and second motions at the ASC; but shall not vote

8. Regional Committee Member Alternate (RCMA) Qualification

This is a training position for one (1) year, followed by a one (1) year term as RCM; therefore, it is a two (2) year commitment;

Has been active for at least one (1) year in the ASC service structure of Narcotics Anonymous

- Has two (2) year of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has the understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has the ability to work for the common good, placing principles before personalities at all
- Has a willingness to serve two (2) years: one (1) year as Alternate and one (1) year as RCM;
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC and RSC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall assist the Regional Committee Member in performing his/her responsibilities
- Shall assume the responsibilities of the Regional Committee Member in his/her absence
- Shall assume the responsibilities of the Chairperson in the absence of the Chairperson, Vice-Chairperson, and RCM
- Shall make and second motions at the ASC; but shall not vote

Coordinators

1. Entertainment

The purpose of the Entertainment coordinator is to help coordinate functions which will enhance recovery, build a sense of unity and belonging for members of North Dade Area. The major responsibility of the North Dade Entertainment coordinator is to:

Provide support to all subcommittees during their fundraisers, Provide North Dade ASC with fun activities , Provide fundraisers to aid with the financial stability of the ASC, as stated in the "ASC Purpose"

Any function planned by the Entertainment coordinator will to be brought to the North Dade Admin. for review and, then to the ASC for approval (Example: dances, picnics, sporting events, etc.). No addict seeking the celebration of recovery will be turned away a from any North Dade dance, picnic, sporting events, fundraisers, etc. All Entertainment functions (dances, comedy shows, etc.) held indoors shall be non-smoking. In keeping with the spirit of unity, the Entertainment coordinator **will not plan functions** during another North Dade Area function, North Dade ASC meeting, a Beach & Bay Area function or a South Dade Area function. For accountability purposes, any of the Entertainment activities financial responsibilities will be reviewed by the Admin. Committee. All funds are to be entrusted to the ASC Treasure or designated servant at the close of each event or activity. The Entertainment Coordinator will meet with the Admin. Subcommittee to plan and implement any and all activities and or fundraisers. The coordinator may recruit members of North Dade Area for service work at the time of an event.

Qualifications

- Has been active for at least six (6) months in the Entertainment committee
- Has two (2) years of continuous abstinence from all drugs
- Has a steady source of income
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall maintain an updated and accurate binder consisting of yearly budget, calendar of events, ASC minutes, flyers of events, and expense reports with copies of receipts, including RSC travel.
- Shall distribute flyers for all functions two (1) months prior to function
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall make and second motions at the ASC; and can vote

2. Literature Distribution

The North Dade Area Literature Distribution Coordinator is a Narcotics Anonymous member who shall coordinate all ordering and distribution of NA approved literature to the fellowship of Narcotics Anonymous in the North Dade Area.

The purpose of the North Dade Area Literature Distribution Coordinator is to maintain a stock of NA approved literature that can be purchased by local groups at the monthly ASC meeting, and any other time as approved by the ASC. The amount and type of literature to be kept in Inventory shall be presented to the ASC for discussion and approval. The resale price of all literature will be set by the North Dade Admin. and approved by the North Dade ASC. All profit organizations will be charged 20% over cost of all literature. Any participant of North Dade Literature Distribution that handles funds must have at least two (2) years of continuous abstinence and a steady source of income.

Qualifications

- Has two (2) years of continuous abstinence from all drugs
- Has a steady source of income
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has access to a computer and printer, and is computer literate
- Has access to the internet
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, monthly literature orders and all literature order receipts, including RSC travel,
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall purchase all literature within a timely manner
- Shall ensure all literature is stored at the storage unit in a timely manner
- Shall transport all literature to and from ASC meetings
- Shall make and second motions and vote at the ASC

3. Meeting List

The North Dade Area Meeting List Coordinator is a Narcotics Anonymous member who shall coordinate, produce, and distribute an updated and accurate Dade County meeting list to the fellowship of Narcotics Anonymous in the North Dade Area.

The purpose of the North Dade Area Meeting List Coordinator is to compile and update meeting information from NA groups in the North Dade Area, to publish and distribute in the form of a monthly meeting list.

Qualifications

- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has access to a computer and printer, and is computer literate
- Has access to the internet
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity
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Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, monthly meeting list, and all meeting list changes
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall coordinate meeting list updates with the Beach & Bay, North Dade, and South Atlantic Area's
- Shall provide an updated and accurate copy of the meeting list to the Website Subcommittee one (1) week prior to monthly ASC meeting
- Shall provide an updated and accurate copy of the meeting list to the RSC Webmaster one (1) week prior to monthly ASC meeting
- Shall submit to the ASC for approval, a detailed annual budget including RSC travel
- Shall make and second motions and can vote at the ASC

4. Newsletter

The Newsletter Coordinator, produce and distribute an effective newsletter to the fellowship of Narcotics Anonymous in the North Dade Area. In keeping with our First Tradition, personal recovery is made more available. The purpose of the Newsletter is to provide written communication designed to enhance recovery and build NA unity. The information in the Newsletter shall contain NA news, upcoming events and personal experiences with recovery in NA. The Newsletter Coordinator will not use articles or quotes from non-NA sources.

The Newsletter will meet with the Admin. Subcommittee once a month in a readily accessible venue for all Narcotics Anonymous members to attend. The Newsletter coordinator shall meet at least once a month, the date, time, and location to be determined by the participants of the Admin, Committee who regularly attend.

Qualifications

- Has been active for at least six (6) months in the Newsletter
- Has been active for at least six (6) months in the Newsletter from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has access to a computer and printer, and is computer literate
- Has access to the internet
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall hold at least one (1) monthly meeting
- Shall own, read and understand the World Services Newsletter Handbook
- Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, monthly newsletter, subcommittee minutes, flyers, and expense reports with copies of receipts
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall distribute the monthly newsletter in a timely manner
- Shall request volunteers to submit articles, poems, clean dates, etc.
- Shall submit to the ASC for approval, a detailed annual budget, special events, workshops, including RSC travel, etc.
- Shall make and second motions and can vote at the ASC

6. Website

The Website Coordinator oversees and maintains an updated and accurate website for the North Dade Area fellowship of Narcotics Anonymous and the general public. The purpose of the Website Coordinator is to provide communication designed to enhance recovery and build NA unity. A notice will be placed at the beginning of the website that signifies that it is the official website of the North Dade ASC of Narcotics Anonymous, Inc. The website account and domain name shall be owned by the North Dade Area Service of Narcotics Anonymous, Inc., not an individual. The Website Coordinator will not use information from non-NA sources. Access to the website shall be by username and password provided by the Website Coordinator.

The information in the Website shall contain links and references to NA related information only. Since information on the website is accessed from around the world, only helpline phone numbers, and NA service offices shall be included on these web pages. Anonymous E-mail addresses will be provided for contact information and technical maintenance.

The Website Coordinator will meet in an approved establishment, readily accessible for all Narcotics Anonymous participants to attend. The Website Coordinator shall meet at least once a month, the date, time and location to be determined by the group conscience of Participants who regularly attend, the Admin. Subcommittee.

Qualifications

- Has been active for at least six (6) months in the Website Subcommittee
- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has access to a computer and printer, and is computer literate
- Has access to the internet
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall attend all Public Information Subcommittee meetings
- Shall own, read and understand the World Services PR Handbook
- Shall maintain an updated and accurate binder consisting of yearly budget, flyers, minuets and expense reports with copies of receipts, including RSC travel
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall maintain passwords for account and administration of message boards
- Shall maintain disk with a history of all files and incoming messages
- Shall make and second motions and vote at the ASC

Standing Subcommittees

The Administrative Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous participants to attend. The Administrative Subcommittee shall meet at the discretion of the facilitator, which in North Dade Area, is the Vice-Chair of the North Dade ASC, as long as it's before the ASC monthly meeting.

Responsibilities (of the Vice-Chair of the ASC)

- Shall attend all ASC meetings for their full duration
- Shall fulfill all of the Administrative Subcommittee duties
- Shall arrange and preside over all Administrative Subcommittee meetings
- Shall submit to the ASC for approval, a detailed annual budget, including RSC travel,
- Shall hold at least one (1) monthly meeting of its membership

2. Helpline

The purpose of the Helpline Subcommittee is to provide a phone line service where the general public can call and talk anonymously with a Recovering addict 24 hours a day, 7 days a week. The Helpline Subcommittee shall provide meeting times and places with brief directions. Any referral given by the Helpline Subcommittee shall be without endorsement.

The Helpline Subcommittee is a committee made up of Narcotics Anonymous members with at least one (6) months of continuous abstinence who can help maintain an effective phone line service where the general public seeking help and/or information can call and have a one on one conversation with a recovering addict via the telephone.

The Helpline Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend.

The Helpline Subcommittee shall meet at least once a month, the date, time, and location to be determined by the group conscience of participants who regularly attend.

Chairperson Qualifications

- Has been active for at least six (6) months in the Helpline Subcommittee
- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

Chairperson Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall hold at least one (1) monthly meeting of its membership
- Shall own, read and understand the World Services Helpline Handbook
- Shall maintain an updated and accurate binder consisting of yearly budget, subcommittee minutes, subcommittee shift workers schedule, subcommittee flyers, and subcommittee expense reports with copies of receipts
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall communicate with answering service to ensure proper function
- Shall provide subcommittee with updated meeting list monthly
- Shall be the 24 hours back up for all shifts
- Shall submit to the ASC for approval, a detailed annual budget including, RSC travel, subcommittee plans, special events, workshops, etc.
- Shall make and second motions and vote at the ASC

3. Hospitals and Institutions

The purpose of the Hospitals and Institutions Subcommittee is to conduct H&I presentations that carry the NA message of recovery to any addict in jails, hospitals and institutions whose attendance at regular NA meetings is restricted. Any presentation initiated by the Hospitals and Institutions Subcommittee shall be in cooperation with the Public Information Subcommittee.

The Hospitals and Institutions Subcommittee is a committee made up of Narcotics Anonymous members who initiate, coordinate and conduct all local NA H&I presentations within the North Dade Area of Narcotics Anonymous.

The Hospitals and Institutions Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Hospitals and Institutions Subcommittee shall meet at least once a month, the date, time, and location to be determined by the group conscience of participants who regularly attend.

Chairperson Qualifications

- Has been active for at least six (6) months in the H & I Subcommittee
- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

Chairperson Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall hold at least one (1) meeting monthly of its membership
- Shall own, read and understand the World Services H & I Handbook
- Shall maintain an updated and accurate binder consisting of yearly budget, subcommittee minutes, subcommittee presentation roster, subcommittee flyers, subcommittee literature orders, and subcommittee expense reports with copies of receipts
- Shall ensure the Subcommittee has literature and updated meeting list monthly
- Shall be accountable for all distributed literature
- Shall submit to the ASC for approval, a detailed annual budget including, including RSC travel, subcommittee plans, special events, workshops, etc.
- Shall make and second motions and vote at the ASC

4. Public Information/Public Relation

The purpose of the North Dade Area Public Information/Public Relation Subcommittee is to open and maintain communication between the fellowship of Narcotics Anonymous in the North Dade Area and the general public, and between the ASC, RSC and WSC levels of service. The Public Information/Public Relation Subcommittee shall respond to all requests for health fair and public presentations in a timely and effective manner. The Public Information Subcommittee provides informational packet mailings, media PSA's, posters, and basic text donations to local libraries.

The North Dade Area Public Information/Public Relation Subcommittee is a committee made up of Narcotics Anonymous members who help to create awareness of Narcotics Anonymous in the community.

The North Dade Area Public Information/Public Relation Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Public Information/Public Relation Subcommittee shall meet at least once a month, the date, time and location to be determined by the group conscience of participants who regularly attend.

Chairperson Qualifications

- Has been active for at least six (6) months in the Public Information Subcommittee
- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

Chairperson Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meeting
- Shall hold at least one (1) monthly meeting of its membership
- Shall own, read and understand the World Services Public Relations Handbook
- Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, correspondence letters, subcommittee minutes, subcommittee flyers, and subcommittee expense reports with copies of receipts
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall submit to the ASC for approval, a detailed annual budget including RSC travel, subcommittee plans, special events, workshops, etc.
- Shall make and second motions and can vote at the ASC

5. NDACNA (North Dade Area Convention of NA)

The purpose of the North Dade Area Convention of NA is to bring our membership together in the Celebration of Recovery. Meetings, Workshops, and other activities are scheduled to encourage unity and fellowship among our members and will reflect the primary purpose of Narcotic Anonymous. The NDACNA committee will carry out the financial and or contractual responsibilities of the bi-annual convention. This will be accomplished in accordance with convention guidelines. The convention committee will consist of an Executive Committee members are elected by the ASC. All Sub-committee chairs will be elected by the Executive Committee

NDACNA Executive Committee

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Hotel Liaison

Please see the NDACNA Guidelines for more info.

Ad-hoc Subcommittees

Ad-hoc Subcommittee shall be defined as a temporary committee created to serve a single purpose, and by doing so, after the objective is fulfilled its existence is no longer needed. The ASC Chairperson shall name the Ad-Hoc Subcommittee and appoint a Chairperson.

Chairperson Qualifications

- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

Chairperson Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee participants' duties
- Shall hold at least one (1) monthly meeting of its membership

- Shall maintain an updated and accurate binder consisting of budget, ASC reports, subcommittee minutes, subcommittee flyers and subcommittee expense reports with copies of receipts
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall submit to the ASC a report of the Subcommittee's plans
- Shall submit guidelines to the ASC, for approval, within at least two (2) months
- Shall submit a budget to the ASC, for approval, within at least two (2) months

1. Twenty-Four Hour Room

The 24-hour room Ad-hoc Sub-Committee provides a place for addicts to fellowship with each other during the Holiday Season, so that no addict need be alone. The committee establishes a location for addicts to meet, arranges for groups to hold meetings around the clock. The committee accepts food, drinks, and coffee donations from groups and NA members, ensures that the location of the 24-hour room always remains clean, and an atmosphere of recovery is maintained throughout the use of the building. The committee may hold fundraisers to help support the financial responsibilities

2. Outreach Committee

The purpose of the North Dade Area Outreach Ad-hoc Sub-Committee is to help groups understand and implement the Twelve Traditions & Concepts of N.A., to ensure unity and our common welfare, to help, not hinder, to guide, not control. The committee is here to help, suggest, and direct those who are interested in resources available within the fellowship.

Responsibilities of the Outreach committee are: To promote attendance and participation at the regular monthly North Dade Area service meeting of all groups in the area. To provide a format for meetings, groups business meetings, secretaries reports, GSR reports, and treasurer reports. To promote unity and better fulfill our "Primary Purpose" - to carry the message to the addict who still suffers. To dedicate (10) minutes at the ASC meeting to a Tradition and Concept of the month.

North Dade Area ASC Nominations Sheet. Please submit your nominations to the ASC Secretary.

North Dade ASC Open Positions	Nomination (S)
Chair-	
Vice Chair-	
RCM-	
Alt RCM	
Treasurer-	
Assistant Treasurer-	
Secretary-	
Assistant Secretary-	
Entertainment/Activities	
Helpline/Public Relations-	
Hospitals & Institutions-	
Literature-	
Meeting List-	
NDACNA-	
Newsletter-	
Outreach (Ad Hoc)	
Website-	
24 Hour Room (Ad Hoc)	