

## **NASU ELECTION BALLOTS FOR SERVICE TERM: \_\_\_\_\_**

### **CHAIRPERSON:**

**DUTIES:** To attend all regular and special NASU ASC Meetings. To ensure that the meeting is set up, opened and call the meeting to order at the appointed time, having ascertained that a quorum is present. To recognize members who are entitled to the floor. To state and put to vote all questions that legitimately come before NASU as motions, or that otherwise arise in the course of proceedings (except those pertaining to the Chairperson), to announce the results of each vote, and to rule out of order motions not in order. To expedite business in every way, compatible with the rights of the members. To decide all questions of order, subject to appeal unless the Chairperson prefers to submit the questions to NASU committee for decision. To prepare the agenda for each meeting. To appoint ad-hoc and select committees, including chairpersons, for same as needed. To appoint PO Box responsibility to a NASU officer. To conduct all meetings with impartiality and fairness.

### **Clean Time Requirements: 2 Years**

Nominations: \_\_\_\_\_

### **CO-CHAIR:**

**DUTIES:** To attend all regular and special NASU ASC meetings. To serve as Chairperson in the Chairperson's absence. To coordinate the functions of NASU subcommittees. To attend, as a voting member, all the NASU subcommittee meetings except when meeting times conflict. To act as parliamentarian for the NASU ASC meetings, unless the task is specifically assigned by the Chairperson to another individual.

### **Clean Time Requirements: 1 year**

NOMINATIONS: \_\_\_\_\_

### **SECRETARY:**

**DUTIES:** To attend all regular and special NASU ASC meetings. In the absence of Chairperson, Co-Chair, RCM and Alt RCM, to call the meeting to order and preside until the immediate election of a temporary chairperson. To keep minutes of all proceedings of NASU. To maintain report, files and archives. To prepare a written copy of the minutes to be read of the previous NASU meeting, and finalize upon majority vote of approval. To maintain an updated version of guidelines, special rules of order, or other standing rules. To notify participants of any special meeting called.

### **Clean time Requirements: 1 year**

Nominations: \_\_\_\_\_

**ALT SECRETARY**

**DUTIES:** To attend all regular and special NASU ASC meetings. In the absence of the secretary, assumes the duties of the secretary. Works closely with the secretary to learn the responsibilities of the secretary.

**Clean Time Requirement: 1 year**

Nominations: \_\_\_\_\_

**TREASURER (2 year term)**

**DUTIES:**

To attend all regular and special NASU ASC meetings. To be the custodian of NASU funds. To disburse funds as necessary, in accordance with approved NASU decisions, when funds are available. To make a report of receipts and disbursements, at each regular NASU ASC meeting. To make financial records available to NA members on request and in a manner prescribed by NASU.

**Clean Time Requirement: 2 Years**

Nominations: \_\_\_\_\_

**ALT TREASUER**

**DUTIES:**

To attend all regular and special NASU ASC meetings. To be trained by the Treasurer. To assist current treasurer and be prepared to assume position of treasurer at the end of the current treasurer's term.

**Clean Time Requirement: 2 Years**

Nominations: \_\_\_\_\_

**REGIONAL COMMITTEE MEMBER (RCM 1) TERM IS 2 YEARS**

**DUTIES:**

To attend all regular and special NASU ASC meetings. In the absence of the Chair and Co-Chair, to serve as Chairperson. To represent NASU at each Regional Service Committee meeting. To provide Chairperson with additional agenda items, if appropriate, for the next regular meeting. To make a written report to NASU ASC on the RSC meeting. This is a 2 year position.

**Clean Time Requirement: 2 years**

Nominations: \_\_\_\_\_

**REGIONAL COMMITTEE MEMBER (RCM 2) TERM IS 2 YEARS**

**DUTIES:**

To attend all regular and special NASU ASC meetings. In the absence of the Chair and Co-Chair, to serve as Chairperson. To represent NASU at each Regional Service Committee meeting. To provide Chairperson with additional agenda items, if appropriate, for the next regular meeting. To make a written report to NASU ASC on the RSC meeting. This is a 2 year position.

**Clean Time Requirement: 2 Years**

Nominations: \_\_\_\_\_

**ALT REGIONAL COMMITTEE MEMBER (Alt RCM)**

**DUTIES:**

To attend all regular and special NASU ASC Meetings. In the absence of the first RCM, Second RCM, serve as RCM. To work closely with the First RCM and Second RCM. To assume the 2<sup>nd</sup> RCM position when the need arises.

**Clean Time Requirement: 2 Years**

Nominations: \_\_\_\_\_

**PR**

**DUTIES:**

To attend all regular and special NASU ASC meetings and supplies a report to NASU ASC. Presides at subcommittee meetings, prepares an agenda for each meeting, maintain order at meeting and attends volunteer training when applicable to observe and assist in carrying the message and training of volunteers, and create an annual subcommittee budget to be submitted to the NASU ASC Body. To open and maintain lines of communication between NA and the public, to respond to all requests for information in a timely and effective manner, to be sure those requests are handled at the appropriate level of service: ASC, RSC, and WSC, provide the following services on behalf of the local fellowship: phone line and website services, and to be the initial contact for any new facility or organization requesting NA services.

**Clean time requirement: 2 years**

Nominations: \_\_\_\_\_

## **ENTERTAINMENT**

### **DUTIES:**

To attend all regular and special NASU ASC meetings and supplies a report to NASU ASC. To organize, plan and set up events during the fiscal year. To carry the message of NA through creating unity in the area. To organize, prepare, maintain, and clean up these events. To create an estimated budget to present to the NASU ASC body. To work in conjunction with all other area committees when planning events so events in the area do not conflict. To report monthly to NASU ASC body the business of this committee.

**Clean time requirement: 2 years**

**Nominations:** \_\_\_\_\_

## **LITERATURE**

### **DUTIES:**

To attend all regular and special NASU ASC meetings and supplies a report to NASU ASC. This includes reordering (books, key tags, IP's, anniversary medallions, etc) and keeping up with the demand in our area. Sales are done at Area and there is a receipt book to keep track of sales. You are responsible to deposit all money collected from the sales in a timely fashion. Reordering is all done online (na.org) and all purchases are paid with a bank card (\$500 limit) from the NASU account.

**Clean time requirement: 1 year**

**Nominations:** \_\_\_\_\_

## **Hospitals and Institutions (H&I)**

### **DUTIES:**

To attend all regular and special NASU ASC meetings and supplies a report to NASU ASC. Coordinates all NA H&I activities. Presides at all regular, special, and general subcommittee meetings. Handles all public relations contacts involving policy matters and/or interpretations at the public level, that pertain to H&I. This will be done with the direct cooperation of the PI subcommittee. Is responsible for interchange of correspondence at the public level as well as all correspondence within NA H&I which involves policy matters. Makes regular reports to the H&I subcommittee on the status of all current and completed projects. May at any time visit any meeting/presentation at any facility for the purpose beneficial to H&I, including offering assistance to panel participants. Shall represent NA H&I at the regular meetings of NASU ASC. Shall attend the regional H&I subcommittee meetings. Create an annual subcommittee budget to be submitted to the NASU ASC body.

**Clean Time Requirement: 1 year**

**Nominations:** \_\_\_\_\_

## **SUACNA (Southern Utah Area Convention of NA)**

### **DUTIES:**

To attend all regular and special NASU ASC meetings and supplies a report to NASU ASC. Will help to resolve personality conflict. Keeps informed of the activities of the subcommittees, and offers to help when needed. Helps prepare a budget for the Administrative Committee functions. Allow the subcommittees to perform their tasks while giving guidance and support. Only major issues need to be brought to the Convention Committee meeting. Subcommittees should be allowed to make their own decisions with offers of trust and encouragement. Votes only to break a tie. Executes judgment without giving personal options. Because the Southern Utah Area Convention is a subcommittee of the ASC, the Chair of the convention should not sit on the Administrative Board of the same Area, to avoid spiritual conflict. Chairs the convention committee meetings as well as the convention. Chair attends the convention committee meetings and if unable to attend, notifies the Co-chair and sends a written report. Brings final report to Area at the first area meeting after the final convention meetings. Attends SUACNA meetings in their entirety.

**Clean Time Requirement: 3 years**

**Nominations: These are done in July/August of every year.**