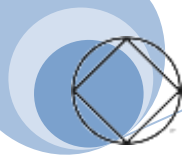


Article V. Qualifications and Duties of Elected Participants

- Section 1.01** Chair
- (a) Clean time: two (2) years continuous abstinence from all drugs.
 - (b) Presides over the NLASC meeting.
 - (c) Maintains order by recognizing participants who wish to address the NLASC.
 - (d) Provides the NLASC Secretary with the upcoming meeting agenda for distribution two (2) weeks prior to the NLASC meeting.
 - (e) Is a primary signer on the NLASC checking account.
 - (f) Abstains from all voting and maintains a neutral position during the NLASC meeting.
- Section 1.02** Maintains a good working relationship with all elected participants of the NLASC. Vice-Chair
- (a) Clean time: two (2) years continuous abstinence from all drugs.
 - (b) Performs the Chair's duties in the absence of the Chair.
 - (c) May serve as a primary signer on the NLASC checking account.
 - (d) Is the secondary key holder of the storage facility and post office box and retrieves the mail when the Secretary is unable to do so.
 - (e) Assists with the responsibilities of any absent Executive Committee elected participant or Project Manager.
- Section 1.03** Regional Committee Member (RCM)
- (a) Clean time: two (2) years continuous abstinence from all drugs.
 - (b) Performs the Chair's responsibilities in the absence of the Chair & Vice-Chair.
 - (c) The primary responsibility of an RCM is to work for the good of NA providing two-way communication between the Area and the Region.
 - (d) May serve as a primary signer on the NLASC checking account.
 - (e) Attends all regularly scheduled MNRSC business meetings.
 - (f) Participates in the MNRSC as the voice of the NLASC and receives a vote of confidence from the NLASC to vote on items not on the agenda, or where a specific discussion has not been conducted, evaluating each item with the needs of the Fellowship in mind.
 - (g) Provides a written report at each NLASC on the business conducted at the MNRSC and upcoming MNRSC business and events.
- Section 1.04** Regional Committee Member Alternate (RCMA)
- (a) Clean time: one (1) year continuous abstinence from all drugs.
 - (b) Performs the Chair's responsibilities in the absence of the Chair, Vice-Chair, and RCM.
 - (c) Performs the RCM's responsibilities in the absence of the RCM.
 - (d) Chairs the Administrative Committee in the absence of both the Vice-Chair and RCM.
 - (e) Attends all regularly scheduled MNRSC business meetings.
- Section 1.05** Secretary
- (a) Clean time: one (1) year continuous abstinence from all drugs.
 - (b) Performs the Chair's duties in the absence of the Chair, Vice-Chair, RCM and RCMA.
 - (c) Records and is responsible for a written report in a format following the example set forth in Attachment C.
 - (d) Maintains an index of motions passed at NLASC business meetings in a format as shown in Attachment D.
 - (e) Distributes such minutes no later than two (2) weeks before each NLASC to elected participants of the NLASC and all NLA GSRs.
 - (f) May serve as a primary signer on the NLASC checking account.
 - (g) Retains a current contact list of all Executive Committee members, Project Managers, GSRs, and GSRAs of the Area.
 - (h) Has on hand a copy of the past twelve (12) months of NLASC minutes at each NLASC meeting, and a supply of all adopted area forms.
 - (i) Is the primary key holder of the storage facility and post office box and retrieves the mail no less than twice a month distributing as necessary.
 - (j) Makes available at each NLASC a set of current guidelines.
 - (k) Reserves the meeting location for the NLASC meetings.
 - (l) Retains a current list of all items held in storage.



Article V. Qualifications and Duties of Elected Participants

Section 1.06

Treasurer

- (a)** Clean time: two (2) years continuous abstinence from all drugs.
- (b)** Presents a written financial report at each NLASC business meeting to include a copy of the most recent bank statement making all journals and ledgers available for review.
- (c)** The financial report and bank statements are to be reviewed and initialed by any one member of the Executive Committee other than the Treasurer.
- (d)** Is a primary signer on the NLASC checking account.
- (e)** Serves as Chair of the budget committee.
- (f)** Serves on the Vermilion Committee and provides oversight of all fiscal transactions of the committee.
- (g)** Retains the login and password information and places literature orders at NA.org as directed by the ASC.
- (h)** Receives and receipts all income.
- (i)** Issues payments for all bills and other debt.
- (j)** Tracks expenses and compares to the approved budget reporting any overages.
- (k)** Signs a Financial Responsibility Statement for the NLASC to be kept on file with NLASC minutes.

Section 1.07

Vermilion Chair

- (a)** Clean time: two (2) years continuous abstinence from all drugs.
- (b)** Chairs the Vermilion Committee.
- (c)** Retains a record of all committee activities.
- (d)** Provides a written report at each NLASC business meeting on the activities of the committee.
- (e)** Provides a proposed committee budget for the coming year to the Budget Committee each August.
- (f)** Provides a written detailed financial report of all income and expenses for the Vermilion campout at the October NLASC.
- (g)** Provides a written inventory of remaining supplies and equipment to the ASC Secretary making sure the remaining supplies and equipment are brought to the ASC storage locker.
- (h)** Holds a key to the ASC storage locker.

Section 5.11

Web Publisher

- (a)** Clean time: one (1) year continuous abstinence from all drugs
- (b)** Maintains a working relationship with the MN Region Fellowship Services Team's Web Servant.
- (c)** Attends monthly webinar conference calls to coordinate efforts and train on web update procedures.
- (d)** Maintains ASC information on the regional website, www.naminnnesota.org, including but not limited to: local NA events, the local ASC homepage, the ASC online file cabinet, the list of trusted servants.
- (e)** No programming or web development skills are required. Basic word processing and image editing skills, helpful.