

MEETING LIST SUBCOMMITTEE POLICY

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I Description

The Meeting List Committee is a standing subcommittee of the RSC responsible for maintaining an accurate regional meeting list.

II Purpose

The purpose of the Meeting List Committee is to provide a meeting list for the Greater Philadelphia Region to include the following:

1. All regularly scheduled NA meetings within the region.
2. All RSC and Subcommittee meetings to include day and time.
3. All member ASC and Subcommittee meetings to include day and time.
4. The Regional Phonenumber number.
5. All member and surrounding Area Phonenumber numbers.
6. GPRS, Inc contact information.
7. Suggested Literature.

III Membership

A. Officers:

1. Chairperson - elected by the RSC.
2. Co-Chairperson - elected by the subcommittee.
3. Secretary - elected by the subcommittee.
4. Other officers may be elected as necessary by the subcommittee.

B. Area Representatives elected by the member areas of the Greater Philadelphia Region.

C. Other concerned NA members hem the region as a whole.

IV Voting

A. The following have automatic voting privileges:

1. The Co-chairperson, unless serving as acting chair
2. The Secretary, unless acting as the chairperson
3. The elected representative from each member area

B. Other interested members may receive voting privileges after meeting the following criteria.

1. Suggested minimum one (1) year clean time
2. Six (6) months service experience at group or area level
3. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service

These members will then give voting privileges by a majority of voting members.

V Duties of Officers

* Refer to Regional Policy for qualifications of the Chairperson

A. Chairperson:

Duties:

1. Conducts subcommittee meetings with a firm and loving hand in the same manner as the RSC Chair.
2. Prepares the agenda.
3. Reviews minutes with Secretary prior to distribution.
4. Ensures that the Twelve Traditions, Twelve Concepts, the Guide to Local Services and regional policies are upheld during all subcommittee activities.
5. Is a member of the RSC and the JAC, and reports the subcommittee's activities to those bodies.
6. Reports back from the aforementioned bodies to the subcommittee.
7. Coordinates subcommittee cooperation with the GPRS, Inc office and other subcommittees.
8. Handles all subcommittee correspondence; Regularly checks subcommittee email.
9. Chair will contact ABC to get monthly financial report which will include meeting directory count, total price paid to the printer, the difference between cost and sell price, opening & closing balance with dollar amount and bank statement. This information will be brought to subcommittee every month. Chair will also request 20 meeting lists from each new printing be provided to subcommittee for review.
10. Votes only in case of a tie.

Qualifications:

1. All qualifications for Chairperson are set by the Regional Policy.

B. Co-Chairperson:

Duties:

1. Assists Chairperson in conducting the meeting and performing other Chairperson duties as needed.
2. Prepares the budget for subcommittee approval.
3. Chairs task forces or adhoc committees set up the subcommittee.
4. Chairs subcommittee meeting in absence of Chairperson

Qualifications:

1. Two (2) years continuous clean time.
2. NA sponsor and homegroup.
3. Service experience on the group, area or regional levels.
4. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service.

C. Secretary:

Duties:

1. Keep accurate minutes of all subcommittee meetings.
2. Distributes copies of minutes to subcommittee participants.
3. Maintains an archive of past minutes and correspondence for reference.
4. Chairs subcommittee meeting in absence of Chair and Co-Chair.

Qualifications:

1. One (1) year continuous clean time.
2. Six (6) months service experience on the group, area or regional level.
3. NA sponsor and homegroup.

4. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service.
5. Simple business experience required to fulfill commitment.

VI Nominations and Elections:

A. Nominations:

1. Nominations for subcommittee officers shall be held in April every odd year in the same manner as the RSC.
2. The subcommittee shall conscience a nomination for chairperson to be sent to the RSC.
3. Nominations may be made by any voting member of the subcommittee and require a second by another voting member.
4. The nominees must be present at the time of nomination to qualify themselves and answer questions from the subcommittee pertaining to the nomination.
5. A voting member must also second any volunteers.

B. Elections:

1. Elections shall be held in June every odd year in the same manner as the RSC.
2. Nominees must be present and may be subject to further questions prior to a vote.
3. Simple majority of votes cast, including abstentions, is required to elect the nominee.
4. Special elections may be held to fill vacancies for a remainder of the present term. This shall not be counted as a full term.
5. Members may only serve in the same position for two (2) full consecutive terms.

VII Operational Procedures

- A. This subcommittee shall adhere to the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service.
- B. This subcommittee shall produce an accurate Regional meeting list at least quarterly, with *additional printings as needed, at the will of the RSC.*
- C. This subcommittee shall maintain an *updated electronic database of all NA groups and service meetings within the Greater Philadelphia Region.*
- D. We ask for 2 Copies of each new meeting list printing - 1 to mark on at Sub-Committee and 1 for reference.

VIII Functions

- A. The Meeting List Committee shall meet in regular session monthly. The Chairperson may call additional meetings. When possible ten (10) days notice shall be given for all additional meetings.
- B. Minutes shall be recorded at each meeting and distributed to all subcommittee participants.
- C. The subcommittee shall regularly solicit updates to the meeting list and ensure the updates are entered in the database.
- D. This subcommittee shall coordinate meeting list printing, production and distribution with the GPRS, Inc office.

- E. This subcommittee shall assist all member areas with area meeting list development as requested.
- F. All functions and operations of this subcommittee shall be performed at the will of the RSC.

IX Meeting Agenda:

- A. Meeting is opened with a moment of silence followed by Serenity Prayer.
- B. Twelve Traditions read.
- C. Twelve Concepts read.
- D. Introduction of members.
- E. Secretary reads past minutes: additions, deletions, corrections and approval.
- F. Introduction of agenda: additions, deletions, corrections and approval.
- G. Order of reports: (Meeting list change forms collected)
 - 1. Philadelphia
 - 2. Clean Acres
 - 3. Delco
 - 4. Inner City
 - 5. Schuylkill Valley
 - 6. Greater Camden
 - 7. West Southwest
 - 8. Northwest
 - 9. South Philly
 - 10. Pyramid of Freedom
 - 11. Downtown
 - 12. EPARNA
 - 13. Chair Report
- H. Nominations
- I. Elections
- J. Old Business
- K. New Business
- L. Open Forum (announcements and discussions)
- M. Close meeting with a moment of silence followed by the Serenity Prayer.

