

Index:

Series 0000 Regional Operations

	0001	Areas Old and New
	0002	Regional Service Committee Meetings
	0003	Reimbursement and Financial Policies
	0004	Voting Policies and Procedures

Series 0100 RCMs and Officers

	0100	Regional Committee Members
	0101	Officer Elections and Qualifications
	0102	Officer Absenteeism
	0103	Officer Responsibilities

Series 0200 Subcommittees

	0200	General Information
	0201	Web Subcommittee General Information
	0202	H&I Subcommittee
	0203	Literature Subcommittee
	0204	Policy Subcommittee
	0205	Public Relations Subcommittee
	0206	Convenference Subcommittee and MARLCNA
	0207	Step Writing Subcommittee

Series 1000 Elections and Duties of Trusted Servants

	1000	General Information	
	1001	Nominations	
		1001.00	Procedures for Nominations
		1001.01	Times of Nominations
	1002	Elections	
		1002.00	Times of Elections
	1003	Regional Chairperson	
		1003.00	Qualifications
		1003.01	Duties

	1004	Regional Vice-Chairperson	
		1004.00	Qualifications
		1004.01	Duties
	1005	Regional Delegate (RD)	
		1005.00	Qualifications
		1005.01	Duties
	1006	Alternate Regional Delegate	
		1006.00	Qualifications
		1006.01	Duties
	1007	Regional Treasurer	
		1007.00	Qualifications
		1007.01	Duties
		1007.02	Additional Duties
	1008	Regional Vice-Treasurer	
		1008.00	Qualifications
		1008.01	Duties
	1009	Regional Secretary	
		1009.00	Qualifications
		1009.01	Duties
	1010	Regional Vice-Secretary	
		1009.00	Qualifications
		1009.01	Duties
	1011	Regional Hospitals and Institutions Subcommittee Chairperson	
		1011.00	Qualifications
		1011.01	Duties
	1012	Regional Hospitals and Institutions Subcommittee Vice-Chairperson	
		1012.00	Qualifications
		1012.01	Duties

	1013	Regional Literature Subcommittee Chairperson	
		1013.00	Qualifications
		1013.01	Duties
	1014	Regional Literature Subcommittee Vice-Chairperson	
		1014.00	Qualifications
		1014.01	Duties
	1015	Regional Public Relations Subcommittee Chairperson	
		1015.00	Qualifications
		1015.01	Duties
	1016	Regional Public Relations Subcommittee Vice-Chairperson	
		1016.00	Qualifications
		1016.01	Duties
	1017	Regional Policy Subcommittee Chairperson	
		1017.00	Qualifications
		1017.01	Duties
	1018	Regional Policy Subcommittee Vice-Chairperson	
		1018.00	Qualifications
		1018.01	Duties
	1019	Regional Conference Subcommittee Chairperson	
		1019.00	Qualifications
		1019.01	Duties
	1020	Regional Conference Subcommittee Vice-Chairperson	
		1020.00	Qualifications
		1020.01	Duties
	1021	Host Conference Committee Chairperson	
		1021.00	Qualifications
		1021.01	Duties
	1022	Host Conference Committee Vice-Chairperson	
		1022.00	Qualifications
		1022.01	Duties

	1023	Host Conference Committee Treasurer	
		1023.00	Qualifications
		1023.01	Duties
	1024	Host Conference Committee Vice-Treasurer	
		1024.00	Qualifications
		1024.01	Duties
	1025	Regional Web Subcommittee Chairperson	
		1025.00	Qualifications
		1025.01	Duties
	1026	Regional Web Subcommittee Vice-Chairperson	
		1026.00	Qualifications
		1026.01	Duties
	1027	Regional Insurance Liaison	
		1027.00	Qualifications
		1027.01	Duties
	1028	Alternate Regional Insurance Liaison	
		1028.00	Qualifications
		1028.01	Duties
Series 2000 Subcommittee Guidelines			
	2001	Hospitals and Institutions	
	2002	Literature	
	2003	Policy	
	2004	Public Relations	
	2005	MARLCNA Guidelines	
	2006	Regional Insurance Liaison	
	2007	Web	
	2008	By-laws	
	2009	Step Writing Committee	

Series 0000 Regional Operations

0001	Areas Old and New	
	0001.00	That new Areas be placed before Area Reports on the agenda. Was: 12/4/82 - Page 1
	0001.01	That new Areas be admitted to the Region as policy, without voting; requiring new Areas to make a statement of intent to abide by the Twelve Traditions of N.A. Was: 12/4/82 - Page 1
	0001.02	That in the event an Area is not represented and has not forwarded a report or donation for two (2) consecutive Regional meetings, a Regional officer (to be appointed) will direct a letter of inquiry to the representative of that Area requesting clarification of their membership status. If a response from that Area is not received prior to the next Regional meeting, the assumption will be made that the Area has withdrawn from the Region and the Area will be dropped from our mailing list. Was: 12/4/82 - Page 2
	0001.03	During roll call that if an area was absent at last Regional meeting, this be noted when calling, and that minutes reflect how many consecutive absences. Was: 3/13/99 – Policy Motion # 2
0002	Regional Service Committee Meetings	
	0002.00	That the Regional practice of having Regional Service Committee meetings be open to all N.A. members and allowing them to speak, if they are from the Region, become policy. 2/16/81 - Page 1
	0002.01	That this Region be called the "MID-ATLANTIC REGION". 7/18/81 - Page 2
	0002.02	That the Region is financially responsible for the rent and coffee of a Regional Service Committee meeting. 3/5/83 - Page 5
	0002.03	That the Mid-Atlantic Regional Service Committee adopt "Robert's Rules of Order". 12/17/83 - Page 3
	0002.04	That personal attacks are not allowed on the Regional floor. 6/8/85 - Page 16
	0002.05	That if quarterly Regional workshops (held between the regular quarterly Regional Service Committee meetings) should be approved, the financial responsibilities of holding the workshops would be the responsibility of the area hosting the workshop. 12/6/86 - Page 19 - Motion 4
	0002.06	That the Regional Service Committee is not an N.A. group and that it is a committee; that it be supported by fund-flow and not the basket. 12/12/87 - Page 7
	0002.07	To revoke centralized meeting place policy. 12/11/93 – Pg. 17
	0002.08	To support RD and Alt RD in Zonal Forums; that they be funded to attend Zonal Forums. 3/12/94 - Motion 20

	0002.09	That the attendance at the RSC be defined as attendance for the entire length of the meeting. 9/13/97 – Page 13 Motion #11 – Old Business
	0002.10	To adopt the Guide to Local Services in Narcotics Anonymous into Mid-Atlantic Regional Policies. Begin implementation with these changes: Change references from TWGSS to Guide to Local Services, positions of ASR to RCM and RSR to RD; include the 12 Concepts wherever officer qualifications guidelines are mentioned. 12/13/97
	0002.11	To incorporate the MARSC as a not for profit corporation with the understanding that this includes MARLCNA. 3/14/98 – pg. 10
	0002.12	To combine all meeting lists from all Areas within our Region and create a meeting list for the Mid-Atlantic Region. 9-12-00 Motion # 1 Policy – Old Business
	0002.13	That the Mid-Atlantic Regional Service Committee adopt this logo attached as an official logo of the Region. 6-9-01 Policy Motion #3- Old Business
	0002.14	To have Region in September meet on the third Saturday of the month instead of the second Saturday Policy Motion 0905P2 * Rescinded 3/09 Policy Motion 0908P1
	0002.15	To add to the order of the day that there will be a closing attendance called. June 2010 Policy Motion 1209P3
	0002.16	MARSCNA should begin at noon instead of 2 pm (with Subcommittees at 10 am) to allow more time for business to be accomplished. March 2011 Policy Motion 0310P2

0003	Reimbursement and Financial Policies	
	0003.00	That the RD and Alternate RD be reimbursed for traveling expenses incurred while attending ASC meetings. 12/17/83 - Page 3
	0003.01	To pay the phone bills incurred by the RD and Alternate RD for Regional Business. 3/16/85 - Page 16
	0003.02	A check can be forwarded to the Regional Secretary prior to RSC meetings to cover acquired expenses, since policy states that reimbursements are to be made for RSC bills. (ALSO SEE 12/9/89 - Page 10) 9/13/86 - Page 3
	0003.03	That any Regional funding for travel expenses for attendance at WSC Conferences by members other than our RD and RD Alternate be group conscience. 12/10/88 - Page 12 - Motion #2
	0003.04	That the Mid-Atlantic Regional Service Committee increase its prudent reserve an additional \$1000.00. (NEW PRUDENT RESERVE - \$1500.00) 1/28/89 - Page 3 - Motion #9
	0003.05	That the RD or Alternate RD be reimbursed for all mailing and copying expenses incurred each quarter upon delivery of receipts. 9/8/90 - Page 14 - Motion 1 - New Business
	0003.06 **	That the MARSC set up a running budget of not more than \$300 for the secretary expenses. The secretary will receive \$300 at the region when this motion is approved. At each region thereafter the secretary will be reimbursed for their expenses after presenting receipts to the treasurer. At the end of the term, the secretary will give the \$300 back to the region. Amended 12/11/04
	0003.07	That the RSC Treasurer submit copies of the bank statements to be included in the RSC minutes. September 2003 Policy Motion # 5 – Old Business
	0003.08	To increase the \$300 given to the secretary to \$400 to cover the added postage due to an increase of regional, area and RD reports from world and NEZF March 2009 Policy Motion 0908P6
	0003.09	That all requests for funding must be put into motion form and voted on by voting body unless already provided for in current policy, allowing anyone to submit a motion for request of funds. March 2011 Policy Motion 0910P6
	0003.10	Mid-Atlantic Region pay the total amount due/owed for the regional insurance policies in the month of March each year. March 2013 Policy Motion 0612P3
	0003.11	To change our Budget/Planning cycle to match the tax year. This would mean budgets would be submitted/approved in March for a fiscal year starting April 1 & ending March 31. June 2013 Policy Motion 1212P3

		0003.12	<p>Region buy a printer for the Sec. to fulfill their duties. Sec. to bring printer to every Region to be used as needed. Acting Sec. to take care of printer and hand off to new Sec., when term is done. Region responsible for maintenance and supplies for printer.</p> <p style="text-align: right;">September 2014 Policy Motion 0314P1</p>
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0004	Voting Policies and Procedures	
	0004.00	<p>That abstaining votes at Regional meetings be counted as neutral votes. AMENDMENT was passed on the original motion that an exception would be when a 2/3 majority is needed, as in votes on policy changes or literature changes, that then the abstaining votes would be counted as a NO vote.</p> <p style="text-align: right;">12/8/84 - Page 21 - Motion 8</p>
	0004.01	<p>That this Regional body set a quorum for the voting body of this Region and that the quorum be set at 50% plus one.</p> <p style="text-align: right;">12/8/84 - Page 22 - Motion 10</p>
	0004.02	<p>That 100% of the Regional body be notified of policy changes before a vote can be taken. (Note: As per "Robert's Rules of Order".)</p> <p style="text-align: right;">4/11/87 - Page 8 - Motion 1</p>
	0004.03	<p>Any motion that is not seconded on the Regional floor dies on the Regional floor for the lack of a second.</p> <p style="text-align: right;">1/28/89 - Page 2 - Motion 3</p>
	0004.04	<p>Be it resolved that any motion that affects N.A. in part or as a whole, be sent back to areas for group conscience simply by a request of an RCM or Alternate RCM or Regional Officer or Regional Subcommittee Chair.</p> <p style="text-align: right;">6/9/90 - Page 14 - Motion 9 - Old Business</p>
	0004.05	<p>That motions that create new policy and/or change existing policy require a 2/3 majority to pass.</p> <p style="text-align: right;">3/9/91 - Page 13 - Motion C - Old Business</p>
	0004.06	<p>That all motions which come to the Regional floor be accompanied by an intent.</p> <p style="text-align: right;">3/9/91 - Page 15 - Motion I - Old Business</p>
	0004.07	<p>That only RCMs carrying a group conscience on any individual motion will be counted in the vote; provided that 100% of the groups were notified.</p> <p style="text-align: right;">3/14/92 - Page 12 - Motion 1 - Old Business</p>
	0004.08	<p>That only RCMs and ARCMs or Subcommittee Chairs or a representative of a subcommittee in the absence of the chair or vice chair can make motions.</p> <p style="text-align: right;">12/14/2002 – Page 9 – Motion 12 – Old Business</p>
	0004.09	<p>That 100% notification for group conscience motions be defined as all Areas receiving minutes containing the motion within 6 weeks after the Mid-Atlantic Service Committee Meeting.</p> <p style="text-align: right;">12/12/98 Policy Motion # 3 – Old Business - Page 8</p>

	0004.10	Any motion brought before this subcommittee that would effect a subcommittee (other than the one the maker of the motion represents), goes back to that subcommittee and the Regional Policy committee for review and input before its sent back to home groups to vote. 3/10/01 Policy Motion # 4 – Old Business
	0004.11	All motions must be on a motion submission form provided by the Mid-Atlantic Region or a reasonable facsimile thereof. The maker shall provide three copies: one for the Policy subcommittee, one for the Secretary, and one for any other subcommittee that may be affected. 09/13/2003 Policy Motion # 2 Old Old Business
	0004.12	When making a motion, one should attach their title to whoever is making the motion and seconding it in the minutes. 6/4/04 Policy Motion #2
	0004.13	Each RCM, RCM alternate or any other person designated by a member Area to act on their behalf, represents the Area in question. Therefore, motions made on behalf of a member Area may be withdrawn or amended by any successor representative of that Area 3/10/07 Policy Motion #2 Old Business
	0004.14	To have RCMs (or Alt RCMs, in absence of RCM) be the only voting members of the regional service committee when voting on regional elections. Policy Motion 0907P2

Series 0100 RCMs and Officers

0100	Regional Committee Members	
	0100.00	That in accordance with the N.A. Service Manual, each Area will be represented by an RCM who will be the only person allowed to vote at the meeting for their Area. Proposed: 2/6/81 - Page 1
	0100.01	That the RCM submit reports in written form to the secretary. Proposed: 6/4/83 - Page 4
	0100.02	That all RCMs, Alternate RCMs, Chairs and Vice Chairs receive Policy Guidebooks. Proposed: 3-10-01 Motion # 5 Old Business
	0100.03	That when an Area makes motions, for new business only, that they make copies (if possible) for each Area at the Regional meeting and submit receipts to the treasurer at each Regional meeting. Proposed: 3/10/90 – Page 13 – New Motion 12
	0100.04	That RCMs bring an updated meeting list to each region with additions, deletions, or modifications, to be submitted to the Web Committee to update the MARSCNA.org meeting list database. Proposed: 9/13/02 Motion #4- Old Business
	0100.05	An RCM giving an area report can turn over the floor to an Area member for an additional report, to be submitted in written form with the RCMs report, to the RSC secretary. 3/14/92- Page 17- Motion 16- Old Business
	0100.06	To provide a copy of the CAT to RCMs and Alt RCMs prior to MARLCNA. 0304P1
0101	Officer Elections and Qualifications	
	0101.00	To accept nominations from the floor by any MARNA member. 2/16/81 - Page 1
	0101.01	It is possible to elect Regional officers from other than just those who are our RCMs and Alternate RCMs. 7/18/81 - Page 2
	0101.02	That in order to be elected as a Regional officer you must attend the Regional Service Committee Meeting. 7/18/81 - Page 2
	0101.03	That all Subcommittee-Vice Chairpersons must be brought to the Regional floor. 9/8/84 - Page 15 - Motion 7
	0101.04	That every position on the Regional Service level have a vice or alternate person to be involved and learn the position. We would then in turn be voting primarily on the alternate or vice position for a two (2) year commitment. 9/8/84 - Page 17
	0101.05	That a Regional Officer must belong to an Area in the Mid-Atlantic Region. 6/8/85 - Page 20

	0101.06	That for the election of the RD only, a secret ballot be taken, with RCMs writing down their choices on a piece of paper and have the Chairperson tally the votes. 12/7/85 - Page 2
	0101.07	CHANGE IN POLICY: That we retain the RD and the Alternate RD from June 1986 until June 1987, at which time elections for the Alternate RD will be held every two (2) years. 6/7/86 – Page 12
	0101.08	Vice-Treasurer to be elected in March of every year, for term of Treasurer to begin June to coincide with our fiscal year. 12/11/99 – Policy Motion
	0101.09	All other vice or alternate positions to be elected in September of every year. 9/19/87 - Page 6
	0101.10	Change policy – General Information, Part 5 That elections for Alt RD will be held every two years, on odd years be changed to out the section 'of every odd year', so that an Alt RD can be elected in any year. 3/8/97 – Page 10
0102	Officer Absenteeism	
	0102.00	Amend Regional motion 6 - Old Business _ 12/9/89; to take out the word 'consecutive'. NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.) 6/9/90 - Page 14 - Motion 5 - Old Business
0103	Officer Responsibilities	
	0103.00	That it is the Secretary's responsibility to keep the RCMs informed of current addresses. 3/5/83 - Page 5
	0103.01	That the RD and the Alternate RD vote our group conscience at the World Service Conference. 3/5/83 - Page 5
	0103.02	That the Treasurer will submit a written financial report on a quarterly basis. 6/4/83 - Page 4
	0103.03	The Regional Secretary is to act as a regional contact regarding scheduling of area functions within the region and is to keep a calendar of events updated so that area committees can plan functions not to fall on the same day as other area functions. 12/8/84 - Page 19 - Motion 1
	0103.04	One of the responsibilities of our RD and Alternate RD is to act as liaison with the surrounding Regions. 12/8/84 - Page 21 - Motion 7
	0103.05	That the Regional Treasurer apply for a Federal Tax ID number for the Mid-Atlantic Regional checking account only; and when the number is received that our existing account be closed and a new account be opened using our new ID number. AMENDMENT: The motion was amended to include the stipulation that the Regional Tax ID number be used ONLY for the Regional checking account - NOT FOR USE BY CONVENTIONS!!! 6/8/85 - Page 6 / with Amendment

	0103.06	That the Secretary send out the Regional minutes to the RCMs and Regional officers within six (6) weeks after the Regional service meeting. 4/11/87 - Page 8 - Motion 2
	0103.07	That a copy of "Robert's Rules of Order" be provided to the Regional Chairperson and the Regional Policy Chairperson so that they will be available at all regional meetings. 4/11/87 - Page 9 - Motion 4
	0103.08	That a copy of the Regional Policy which the Policy committee has compiled be supplied to the Regional Chairperson to be passed on to successive Regional Chairs. 4/11/87 - Page 9 - Motion 6
	0103.09	That the Regional Service Committee order WSC Agenda Reports when available to the fellowship, and distribute to the Areas within the Region. This should be the responsibility of the RD and Alternate RD. 6/20/87 - Page 8 - Motion 10
	0103.10	That in the event the Area designated to host a Regional meeting cannot host it, the Regional Chairperson has the responsibility to find another Area to host it. The Regional Secretary is to be responsible to inform by phone or letter all RCMs, Regional Officers, and Subcommittee Chairpersons of the meeting change. 6/10/88 - Page 9 - Motion 1
	0103.11	To have all motions that die due to lack of a second be included at the end of the minutes, so that Areas will know all that has happened at the Regional meeting. Any motion that dies still has been transacted. 1/28/89 - Page 3 - Motion 10
	0103.12	That the Secretary NOT record pros and cons in the minutes. 1/28/89 - Page 4 - Motion 12
	0103.13	That the Regional bank account require two of the following four signatures to cash a check: 1) Regional Treasurer 2) Regional Vice-Treasurer 3) Regional Chairperson 4) Regional Delegate 12/9/89 - Page 11 - New Motion 4
	0103.14	That the Regional Secretary send copies of the old and new business only of each set of Regional minutes to each Area's PO Box to the attention of the Area Policy Chairperson. 3/10/90 - Page 12 - New Motion 7
	0103.15	For more clarity in minutes, any letter or special report from Regional officers given in their report, is to be included at the end of the minutes as an addendum. 3/10/90 - Page 2

	0103.16	The Regional Secretary is to state in the minutes whether a motion PASSES or FAILS or if it is TABLED or WITHDRAWN. 3/10/90 - Page 2
	0103.17	Rescind Regional policy that requires RD and Alternate RD to be a voting member of a standing committee at World level. 6/9/90 - Page 14 - Motion 6 - Old Business
	0103.18	That all policy update sheets be distributed via the Regional Secretary to be mailed with Regional minutes. An extra copy to go to each RCM for their Area Policy Committee. 9/8/90 - Page 10 - Motion 2 - New Business
	0103.19	If a motion is tabled to be voted on at a future RSC meeting, that when the vote is taken, the Regional Secretary is to restate the motion in the new minutes along with the results. 12/8/90 - Page 66 - Motion 5 - New Business
	0103.20	That the Secretary post the motions that are to go back to groups at the end of each regional meeting. 6/13/98 – pg.9
	0103.21	To have the regional minutes e-mailed to regional committee members and hard copies mailed to members without internet access June 2009 page 7 Old Business
	0103.22	That the MARLCNA bank statements be sent to the RSC Chairperson from the bank. June 2011 Policy Motion 1210P5
	0103.23	Amend the responsibilities of the Regional Treasurer designating that person as the individual responsible for 1) Filing taxes 2) Communicating with HCC Treasurer. To insure that the spreadsheet is completed and given to Regional Treasurer. Bring completed spreadsheets to June Region. June 2013 Policy Motion 1212P2

Series 0200 Subcommittees

0200		General Information	
	0200.00	That the Subcommittee Chairpersons submit reports in written form to the Secretary.	6/4/83- Page 4
	0200.01	That all Regional Subcommittees send copies of minutes of their Subcommittee meetings to all RCMs.	12/8/90- Page 64- Motion D- Old Business
	0200.02	That all issues, public communications, letters or other activities that reflect a Regional conscience be submitted to the RSC floor for a vote prior to distribution.	3/14/92- Page 17- Motion 17- Old Business
	0200.03	That Subcommittees of the Mid Atlantic Regional Service Committee may only make motions pertaining to the function and operation of their own Subcommittees. In addition, the Regional Policy Subcommittee may make housekeeping motions pertaining to the Policy Logbook.	6/4/2004 Policy Motion #3
0201		Web Subcommittee General Information	
	0201.00	To make the ad-hoc (internet/web page) committee a standing committee of the Region. This committee is to be known as the Web Subcommittee.	9/12/00 Policy Motion #4 Policy- Old Business
	0201.01	That this Regional body allow the Web Subcommittee to create and design a meeting list database for our Regional Web Page.	6/8/02- Page 12 Motion 5 Old Business
	0201.02	That RCMs bring an updated meeting list to each region with additions, deletions, or modifications, to be submitted to the Web Committee to update the MARSCNA.org meeting list database.	9/13/02 Motion #4 – Old Business
	0201.03	That the Regional policy manual be posted on the website. The Policy Subcommittee will be responsible to update the manual quarterly, with the Web Chair being responsible to post the updates quarterly.	9/13/2003 Policy Motion # 1 – Old Business
	0201.04	To create a folder on the regional website for the past minutes of the region. The folder will be password protected for access by all NA members and made as non-search-engine accessible as possible. Last names, addresses, phone numbers and e-mail addresses will be removed or redacted as possible. The web committee and archives person will keep folder access passwords.	March 2011 Policy Motion 0910P5
0202		H&I Subcommittee	
	0202.00	That this Region have an H & I Subcommittee.	3/6/82 - Page 2
	0202.01	That the H & I Subcommittee be reimbursed for operating expenses incurred by H & I.	12/4/82 - Page 3
	0202.02	That the June 1988 Regional H & I Guidelines be approved.	12/10/88 - Page 12 - Motion 1, AMENDED - SEE 6/9/90

	0202.03	The RSC H & I guidelines be changed to state that all officer's positions be reduced from two (2) years to one (1) year. 6/9/90 - Page 14 - Motion 7 - Old Business
	0202.04	Motion to make the Mobile Panel Guidelines part of the Regional H&I Guidelines. 1204P1
0203	Literature Subcommittee	
	0203.00	That the Area Literature Committee Chairpersons form a Regional Literature Subcommittee. 6/4/83- Page 4
	0203.01	That the Regional Literature Subcommittee Chairperson and Vice Chairperson have a suggested clean time of three (3) years. 06/08/02 - Page 13 Motion 10
	0203.02	That a 2/3 majority is necessary for approval of new literature or literature changes at the Regional level. 9/8/84 - Page 15
	0203.03	To have the following removed from literature subcommittee policy: 2. Functions B&C And 3. A,B & C. 3/9/13 – OB 0613P3
0204	Policy Subcommittee	
	0204.00	That 30 copies of the Regional Policy Log be made for distribution to all RCMs, Regional Officers, and Regional Subcommittee Chairs and Vice-Chairs. Also that changes to the Regional Policy Log will be updated and copied to be distributed each quarter. This motion is amended by the following: 3-10-01 Motion # 5 Old Business - That all RCMs and Alternate RCMs and Chairs and Vice Subcommittee Chairs receive Policy Guidebooks. 3/10/90 – Page 12 – New Motion 10
	0204.01	All motions which affect policy are to be handed to the Regional Policy Chair before they go to the Regional Chair, so that wording problems can be avoided; excluding Area Conscience motions. 3/9/91 – Page 15 – Motion H – Old Business
	0204.02	That the Regional Policy Committee Service Guidelines be re-voted for approval. (GUIDELINES WERE APPROVED) 3/9/91 – Page 15 – Motion K – Old Business
	0204.03	All Policy Motions go to Policy for review before being sent back to Areas. 6/08/02 – Page 12 – Motion 2 Old Business
	0204.04	That the Regional Policy Manual be posted the website. The Policy Subcommittee will be responsible to update the manual quarterly, with the Web Chair being responsible to post the updates quarterly. 9/13/2003 Policy Motion # 1 – Old Business

0205	Public Relations Subcommittee	
	0205.00	The Regional PR Subcommittee form a Hotline Committee for the purpose of creating a Helpline list of names and numbers of Hotline Chairs, and for communication and support of all Hotline Subcommittees. 9/14/85 – Page 6 – Motion 3
	0205.01	That on overlapping media coverage, Areas using TV, videos or Radio announcements will contact the PR Subcommittee of overlapping Areas before airing the announcements. 9/14/85 – Page 7 – PI Report
	0205.02	To establish a permanent mailing address for the MARSC PR at a mail service location. 6/8/96 OB Motion 6
	0205.03	PR Committee create, maintain and produce a hotline list and address mailing card. 3/8/97 – Page 10 – Motion 3 – Old Business
	0205.04	That this Regional Body create a Regional 800 Helpline Number that will direct all calls to all Helpline Numbers within our Region. 12/14/2002 – Page 8 – Motion 6 – Old Business
	*	<i>This policy was rescinded.</i> <i>3/9/13 (OB 0912P1)</i>
	0205.05	That Regional calendar of events go to the Regional Secretary and Web Subcommittee without going to PR. 0305P3
	0205.06	Under PI Chairperson's duties, SEC. 2 PG 25 (section). To remove duty K which reads: Prepares a Regional calendar of events with the help of Regional PI subcommittee and submits it to the Regional Secretary to be included in the regional minutes each quarter. 0605P2
	0205.07	To change the name of the Public Information Committee to Public Relations Committee. December 2009 policy motion 0309P1
0206	Convenference Subcommittee and MARLCNA	
	0206.00	That the RCMs bring back bids from their Areas to host a Regional Service Conference. 6/9/84 - Page 13
	0206.01	That the Regional Service Committee takes the responsibility of holding an annual workshop to go over the WSC Conference Agenda Report, paying special attention to the group conscience issues; so that our Region's Groups can come to a more informed group conscience. 12/8/84 - Page 20 - Motion 4
	0206.02	The difference between "Conference" and "Convenference"? The Little Apple Area changed without objection to "Convenference." It would not be a fund raiser, but a service oriented conference. 9/14/85 - Page 4

	0206.03	That the Region establish a standing Regional Conference Committee. 6/20/87 – Page 8 – Motion 9 – Old Business
	0206.04	The RD and Alternate RD will be funded for attendance and participation in the Mid-Atlantic Regional Learning Conference. Funding will be for pre-registration, room, and meals at the Conference. 3/9/91 - Page 16 - Motion M - Old Business
	0206.05	That MARLCNA surplus funds be distributed as follows: 1) Cost of RD and RD-Alt travel, food and housing to that years' WSC, for which expenses will be submitted by the RD and RD-Alt at March RSC. 2) To pay any outstanding regional bills including prudent reserve shortages which are not covered in our regional account. To fund any regional priorities which are approved by the areas of our region. 3) All remaining surplus funds to be donated to WSC yearly Amended December 2013 Policy Motion 0313P3 3/93 (Amended June 2011 OB 1210P3)
	0206.06	That the MARLCNA Committee hang all existing MARLCNA banners at the banquet during MARLCNA. 12/11/93 - Motion 7
	0206.07	The MARLCNA Committee waive the registration fee and provide lodging for all RCMs and RCM-Alts of the Mid-Atlantic Region upon request if needed. Requests must be made in writing three (3) months prior to the event and forwarded to the Regional Conference Subcommittee to allow sufficient time to arrange accommodations 3/12/94 - Motion 16
	0206.08	That all meetings at MARLCNA including Banquet and Breakfast be non-smoking. 3/08/97 - page 10
	0206.09	If Nar-Anon meetings will be held during the Conference that it not be noted on any flyers or on the program as this is a blatant violation of our 6 th Tradition. 12/13/97
	0206.10	That the MARLCNA merchandise committee purchase 15 Hospital & Institutions Handbooks to be sold at and during the World/Regional H & I workshop during MARLCNA. The money from the sales or unsold handbooks will then be given to the MARLCNA merchandise committee by the closing meeting held the weekend of MARLCNA. This is to be an annual occurrence. 6/13/98 –Policy Motion # 6 – Old Business – page 8
	0206.11	The Mid-Atlantic Regional Learning Conference of NA (MARLCNA) be hosted by the Mid-Atlantic Regional Service Committee (MARSC) along with its Conference and MARLCNA subcommittees. 12/12/98 Policy Motion # 4 – Old Business – page 8
	0206.12	That the MARLCNA Guidelines be approved (Guidelines passed 3/13/99) 3/13/99 – Policy Motion # 3
	0206.13	Add Treasurer Duties to MARLCNA Guidelines (see MARLCNA Guidelines– revised 9-11-99), and changes to guidelines as outlined in revisions in 9-11-99 release.

			6-10-2000 Policy Motion # 1 – Old Business
	0206.14	Approval of MARLCNA guidelines marked as RCS A and RCS B	
			6-9-2001 - Policy Motion # Old Business
	0206.15	That MARLCNA continue to be held in February for at least the next 5 years (2005)	
			3-10-2001 Policy Motion # 3 Old Business
	0206.16	That MARSCNA is to put on a GSR Assembly, as described in “Guide to Service” to discuss the CAR prior to MARLCNA	
			6-9-2001 Policy Motion # 2 Old Business
	0206.17	Change the MARLCNA Guidelines to include the Regional Conference Subcommittee bring any motions that are made to the Host Committee before they are brought to Region.	
			9-13-2003 Policy Motion #4 Old Business
	0206.20	That the 3 main speakers for MARLCNA each year be approved by a vote of the executive members of the HCC. Also that the vote be anonymous by an anonymous ballot. The executive members of the HCC committee must be given advanced notice (1 week) of who the speakers they are voting for are.	
			9/13/2003 Policy Motion #2 Old Business
	0206.21	That an appropriate meeting facility for the monthly HCC meeting be found in Shamokin, Mt Carmel, Ashland, Pottsville, Minersville, Frackville or Shenandoah area. To be tasked to the RSC and HCC to be implemented MARLCNA XXI.	
			Policy Motion 0308P2
	0206.22	To add to the policy that the MARLCNA treasurer be present at regional meeting as part of the positions duties, adding to 1023.01 MARSCNA policy	
			Policy Motion 0907P1
	0206.23	To change the wording from the MARLCNA guidelines the statement that reads; “and maintain that whenever a Subcommittee goes over their total budgeted amount, the expenditure must be approved by 2/3 majority vote of the host subcommittee” (delete) To the regional conference subcommittee.	
			Policy Motion 1207P5
	0206.24	That the MARLCNA bank statements be sent to the RSC Chairperson from the bank.	
			June 2011 Policy Motion 1210P5
	0206.25	That the winner of the MARLCNA Logo Contest be provided with a full package to our Regional Conference.	
			June 2013 Policy Motion 1212P1
	0206.26	The Regional Conference Subcommittee & the Host Conference Committee be combined into one Subcommittee accountable to the Mid Atlantic Region.	
			September 2013 Policy Motion 0313P1
	0206.27	To limit start up funds for MARLCNA to \$15,000.00	
			December 2013 Policy Motion 0313P3

		0206.28	That only NA members contribute to the presentation of a design to NA merchandise for MARLCNA logos. June 2014 Policy Motion 1213P1
	0207	Step Writing Subcommittee	
		0207.00	To ask that the Step Writing Ad-Hoc Committee be put as a standing Subcommittee, to help inmates write the Steps through the mail. March 2014 Policy Motion 0913P1

Series 1000 Elections and Duties of Trusted Servants

1000	General Information	
	1000.00	A Regional officer must belong to an Area in the Mid-Atlantic Region.
	1000.01	Regional officers may be elected from those other than just our RCMs and alternate RCMs.
	1000.02	In order to be elected as a Regional officer you must attend the Regional Service meeting of the nomination and election.
	1000.03	Every position on the Regional Service level will have a vice or alternate person to be involved and learn the position. This vice or alternate will automatically move up and a new vice or alternate will be elected each year. Exceptions: RD, RD alternate, Conference Chair and Conference Vice-Chair are all TWO year commitments.
	1000.04	Elections for alternate RD will be held every two years, with the elections held in June.
	1000.05	The RD and alternate RD positions only will be elected by secret ballot, with RCMs writing down their choices on a piece of paper and the RSC chairperson to tally the votes.
	1000.06	Any Regional officer missing two Regional meetings will constitute an automatic resignation. (This policy to be stated in the qualification of officers.)
	1000.07	Attendance at the RSC is defined as attendance for the entire length of the meeting.
1001	Nominations	
	1001.00	Procedures for Nominations
		1001.00.00 The Regional Vice-Chairperson is to read the qualifications and duties of each officer prior to nominations
		1001.00.01 The nominations will be accepted from the floor from any M.A.R.N.A. member.
		1001.00.02 The Regional Chairperson is to ask for any volunteers
		1001.00.03 The nominees are to state their qualifications for the position.
		1001.00.04 The Regional Chairperson is to entertain a motion from the floor to close the nominations.

	1001.01	Times of Nominations	
		1001.01.00	The RDA should be nominated in March of every even year. Nominations may be reopened in May, just prior to the election, only by passing a motion to reopen nominations.
		1001.01.01	The vice-treasurer should be nominated in November of every year. Nominations may be reopened, just prior to the election, only by passing a motion to reopen nominations.
		1001.01.02	That nominations for the MARLCNA Service Committee (MSC) Vice Chair and the MSC Vice Treasurer be brought to Region by the MSC Chair at the November Region.
1002	Elections		
	1002.00	Times of Elections	
		1002.00.00	The RDA is to be elected in May of every even year.
		1002.00.01	The Regional Vice Treasurer is to be elected in March of every year.
		1002.00.02	The MSC Vice-Chair and Vice-Treasurer is to be elected in March of every year.
		1002.00.04	All other Regional vice or alternate officers are to be elected in September.

1003	Regional Chairperson	
	1003.00	Qualifications
	1003.00.00	A suggested minimum of three (3) years continuous abstinence from all drugs.
	1003.00.01	Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
	1003.00.02	A good working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.
	1003.00.03	A good working knowledge of our service structure as it relates to the office, as well as a good working knowledge of Robert's Rules of Order.
	1003.00.04	An understanding of the responsibilities of the office.
	1003.00.05	Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.
	1003.01	Duties
	1003.01.00	Arranges an agenda for the Regional meeting.
	1003.01.01	Presides over the Regional meeting.
	1003.01.02	Responsible for Regional correspondence.
	1003.01.03	Responsible to maintain Regional files and archives.
	1003.01.04	To be one of the co-signers of the Regional bank account.
	1003.01.05	Can only vote in the event of a tie. However, has no vote on a group conscience issue.
	1003.01.06	Is to conduct the Regional meeting with a firm, yet understanding hand.
	1003.01.07	Attends Regional service meetings according to policy.
	1003.01.08	In the event an Area selected to host a Regional service committee meeting, it is the chairperson's responsibility to seek and select an Area which can host it. They will then instruct the Regional secretary to contact all RCMs, Regional officers, and Subcommittee chairs, and inform them of the change.
	1003.01.09	<ol style="list-style-type: none"> 1) The chair shall express no opinion on any issue while conducting the meeting. 2) The chair may give information as needed, but will practice restraint. 3) If the chair needs to become an active participant in any issue, they will need to turn over chairing the meeting. They will not resume chairing the meeting until all discussion and actions on that issue are complete. While not chairing the meeting, they must follow all the same rules of order as the rest of the body.
March 2011 Policy Motion 0910P5		

1004	Regional Vice-Chairperson		
	1004.00	Qualifications	
		1004.00.00	A suggested minimum of three (3) years continuous abstinence from all drugs.
		1004.00.01	Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
		1004.00.02	A good working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.
		1004.00.03	A good working knowledge of our service structure as it relates to the office, as well as a good working knowledge of Robert's Rules of Order.
		1004.00.04	An understanding of the responsibilities of the office.
		1004.00.05	Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.
	1004.01	Duties	
		1004.01.00	Arranges an agenda for the Regional meeting in the absence of the Regional chairperson.
		1004.01.01	Presides over the Regional meeting in the absence of the Regional chairperson.
		1004.01.02	Responsible for Regional correspondence in the absence of the Regional chairperson.
		1004.01.03	Responsible to help maintain Regional files and archives.
		1004.01.04	Can only vote in the event of a tie in the absence of the Regional chairperson. However, has no vote on a group conscience issue.
		1004.01.05	Is to conduct the Regional meeting with a firm, yet understanding hand in the absence of the Regional chairperson.
		1004.01.06	Coordinates all Regional subcommittee functions.
		1004.01.07	Attends periodic Regional subcommittee meetings when possible.
		1004.01.08	Attends Regional service meetings according to policy.

1005	Regional Delegate (RD)		
	1005.00	Qualifications	
		1005.00.00	A suggested minimum of five (5) years continuous abstinence from all drugs.
		1005.00.01	Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
		1005.00.02	A good working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.
		1005.00.03	A good working knowledge of our service structure as it relates to the office, as well as a good working knowledge of Robert's Rules of Order.
		1005.00.04	An understanding of the responsibilities of the office.
		1005.00.05	Should be selected from the best informed, most trusted, and most active members of the Region.
		1005.00.06	Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.
	1005.01	Duties	
		1005.01.00	The RD is the voice of the Region and votes the Group Conscience of the Region at the World Service Conference.
		1005.01.01	Whenever a voting matter occurs where the Group Conscience of the Region has not been given to them, they should evaluate each vote in terms of the needs of the members they serve.
		1005.01.02	To prevent the necessity of tabling important clarifications and motions for the year, RDs should have, before they leave the Region, a vote of confidence that they are authorized to vote their members' Group Conscience on motions not on the World Service Conference agenda.
		1005.01.03	Is responsible to maintain a PO box for the Region and to distribute correspondence accordingly.
		1005.01.04	Chairs the WSC Agenda Workshop at the annual Regional Learning Conference.
		1005.01.05	To be available whenever possible to assist Areas within the Region to conduct workshops on the WSC Agenda Report
		1005.01.06	Is to work for the good of NA, providing two-way communication between the Region and the rest of NA.
		1005.01.07	Is to contact the new Groups or Areas within the geographical boundaries of the Region and inform them of what the Region is, how it functions, and where the Region meets; so the Region can serve them.
		1005.01.08	To order the WSC Agenda Report when available each year, and to distribute them within the Region according to policy.

		1005.01.09	RD is a source of information and guidance in matters concerning the Twelve Traditions of Narcotics Anonymous.
		1005.01.10	Attends RSC meetings, WSC workshops, and the annual World Service Conference, in accordance with Regional policy.
		1005.01.11	Attends member Areas' ASC meetings if possible, when requested to do so. (Is reimbursed for travel expenses)
		1005.01.12	Presents a projected budget to the Region for attendance of the RD and the alternate RD to WSC workshops and the annual World Service Conference.
		1005.01.13	Arranges transportation and lodging for the RD and Alternate RD to attend WSC workshops and the annual World Service Conference.
		1005.01.14	RD provides a written annual report on the Region to be included in the WSC Fellowship Report prior to the Conference.
		1005.01.15	Is one of the co-signers of the Regional bank account.

1006	Alternate Regional Delegate		
	1006.00	Qualifications	
		1006.00.00	A suggested minimum of five (5) years continuous abstinence from all drugs.
		1006.00.01	Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
		1006.00.02	A good working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.
		1006.00.03	A good working knowledge of our service structure as it relates to the office, as well as a good working knowledge of Robert's Rules of Order.
		1006.00.04	An understanding of the responsibilities of the office.
		1006.00.05	Should be selected from the best informed, most trusted, and most active members of the Region.
		1006.00.06	Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.
	1006.01	Duties	
		1006.01.00	Alternate RD automatically assumes the position of the RD following their term of office. If the RD is unable, for any reason to complete their term of office, the Alternate RD assumes the RD's position for the duration of the old RD's term of office.
		1006.01.01	Attends RSC meetings, WSC workshops, and the annual World Service Conference, in accordance with Regional policy.
		1006.01.02	Attends member Areas' ASC meetings if possible, when requested to do so. (Is reimbursed for travel expenses)
		1006.01.03	To be available whenever possible to assist Areas within the Region to conduct workshops on the WSC Agenda Report
		1006.01.04	Is a source of information and guidance in matters concerning the Twelve Traditions of Narcotics Anonymous.
		1006.01.05	Assists the RD in preparing a projected budget to the Region for attendance of the RD and the alternate RD to WSC workshops and the annual World Service Conference.
		1006.01.06	Assists the RD in the performance of their duties.

1007	Regional Treasurer		
	1007.00	Qualifications	
		1007.00.00	A suggested minimum of three (3) years of continuous abstinence from all drugs.
		1007.00.01	Willingness and desire to serve and give the office the necessary time, resources and commitment to do the job
		1007.00.02	A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
		1007.00.03	A good working knowledge of our service structure as it relates to the office.
		1007.00.04	An understanding of the responsibilities of the office.
		1007.00.05	Should be financially secure, good at managing their own personal finances, and inspire the trust of the Region.
		1007.00.06	Experience in business, accounting, bookkeeping, or as a successful Area treasurer is very helpful.
		1007.00.07	Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.
	1007.01	Duties	
		1007.01.00	Receives contributions from the Areas and issues receipts.
		1007.01.01	Reimburses officers and Subcommittee chairs for their budgeted expenses upon receiving receipts for the expense.
		1007.01.02	Maintain a file of all Regional receipts for archives, which are to be passed on to the new treasurer each year.
		1007.01.03	Submits a written financial report on a quarterly basis to the Regional secretary for inclusion in the minutes.
		1007.01.04	Regional Treasurer submits a written annual Regional Treasury Report to the Regional Secretary in May for inclusion in the minutes.
		1007.01.05	Is one of the co-signers of the Regional bank account.
		1007.01.06	Attends Regional service meetings according to policy.
		1007.01.07	Maintains a Federal Tax ID number for the Regional bank account (not for use by the Conference.)
		1007.01.08	That the RSC Treasurer submit copies of the bank statements to be included in the RSC minutes. 0003.07

			1007.01.09	To submit a 990 tax form or copy of RSC's yearly tax submission to the Regional's Insurance Carrier September 2015 motion 0615P2
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	1007.02	Related Policies
		1007.02.00 To insert policies that affect the Treasurer's position under the description of that position, leaving the original intact, cross-referencing the pages upon which they appear.
		1007.02.01 That the H&I Subcommittee be reimbursed for operating expenses incurred by H&I. 0202.00.01
		1007.02.02 The RD and Alternate RD will be funded for attendance and participation in the Mid-Atlantic Regional Learning Conference. Funding will be for pre-registration, room and meals at the Conference. 0206.04
		1007.02.03 Vice-Treasurer to be elected in March for every year, for term of Treasurer to begin June to coincide with our fiscal year. 0101.08
		1007.02.04 That the RD and Alternate RD be reimbursed for traveling expenses incurred while attending ASC meetings. 0003.00
		1007.02.05 That the Regional Treasurer apply for a Federal Tax ID number for the Mid-Atlantic Regional checking account only; and when the number is received that our existing account be closed and a new account be opened using our new ID number. AMENDMENT: The motion was amended to include the stipulation that the Regional Tax ID number be used ONLY for the Regional checking account - NOT FOR USE BY CONVENTIONS!!! 0103.05
		1007.02.06 That the Regional bank account require two of the following four signatures to cash a check: 1) Regional Treasurer 2) Regional Vice-Treasurer 3) Regional Chairperson 4) Regional Delegate 0103.14
		1007.02.07 That the RD or Alternate RD be reimbursed for all mailing and copying expenses incurred each quarter upon delivery of receipts. 0003.05
		1007.02.08 That the Region is financially responsible for the rent and coffee of a Regional Service Committee meeting. 0002.03
		1007.02.09 That the Regional Service Committee is not an N.A. group and that it is a committee; that it be supported by fund-flow and not the basket. 0002.07

		1007.02.10	That any Regional funding for travel expenses for attendance at WSC Conferences by members other than our RD and RD Alternate be group conscience. 0003.03
		1007.02.11	That the Mid-Atlantic Regional Service Committee increase its prudent reserve an additional \$1000.00. (NEW PRUDENT RESERVE - \$1500.00) 0003.04
		1007.02.12	Past policy of the Mid-Atlantic Region has been to pay the phone bills incurred by the RD and Alternate RD for Regional Business. 0003.01
		1007.02.13	A check can be forwarded to the Regional Secretary prior to RSC meetings to cover acquired expenses, since policy states that reimbursements are to be made for RSC bills. (ALSO SEE 12/9/89 - Page 10) 0003.02
		1007.02.14	That the MARSC set up a running budget of not more than \$300 for the secretary expenses. The secretary will receive \$300 at the region when this motion is approved. At each region thereafter the secretary will be reimbursed for their expenses after presenting receipts to the treasurer. At the end of the term, the secretary will give the \$300 back to the region. 0003.06
		1007.02.15	That any Regional funding for travel expenses for attendance at WSC Conferences by members other than our RD and RD Alternate be group conscienced. 0003.03
		1007.02.16	Amend the responsibilities of the Regional Treasurer designating that person as the individual responsible for 1) Filing taxes 2) Communicating with HCC Treasurer. To insure that the spreadsheet is completed and given to Regional Treasurer. Bring completed spreadsheets to June Region. 0103.23
		0003.08	To increase the \$300 given to the secretary to \$400 to cover the added postage due to an increase of regional, area and RD reports from world and NEZF March 2009 Policy Motion 0908P6

1008	Regional Vice-Treasurer		
	1008.00	Qualifications	
		1008.00.00	A suggested minimum of three (3) years of continuous abstinence from all drugs.
		1008.00.01	Willingness and desire to serve and give the office the necessary time, resources and commitment to do the job
		1008.00.02	A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
		1008.00.03	A good working knowledge of our service structure as it relates to the office.
		1008.00.04	An understanding of the responsibilities of the office.
		1008.00.05	Should be financially secure, good at managing their own personal finances, and inspire the trust of the Region.
		1008.00.06	Experience in business, accounting, bookkeeping, or as a successful Area treasurer is very helpful.
		1008.00.07	Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.
	1008.01	Duties	
		1008.01.00	Attends Regional service meetings according to policy.
		1008.01.01	Is one of the co-signers of the Regional bank account.
		1008.01.02	Learns the responsibilities of the Regional treasurer by working hand-in-hand with the Regional treasurer to assist them in the completion of their duties.
		1008.01.03	To fill-in and assume the duties of the Regional treasurer in the absence of the treasurer at any Regional service committee meeting.

1009	Regional Secretary	
	1009.00	Qualifications
		1009.00.00 A suggested minimum of three (3) years of continuous abstinence from all drugs.
		1009.00.01 Willingness and desire to serve and give the office the necessary time, resources and commitment to do the job
		1009.00.02 A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
		1009.00.03 A good working knowledge of our service structure as it relates to the office.
		1009.00.04 An understanding of the responsibilities of the office.
		1009.00.05 Experience in typing, and access to a typewriter, as well as experience as a successful Area secretary is helpful.
		1009.00.06 Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.
	1009.01	Duties
		1009.01.00 Attends Regional service meetings according to policy.
		1009.01.01 To take clear, accurate minutes of all Regional service committee meetings according to Regional policy.
		1009.01.02 * 1) To mail and/or email Regional minutes to the Regional service officers, RCMs, alternate RCMs and the Subcommittee chairs and vice-chairs within six (6) weeks after the Regional meeting. Amended September 2014 motion 0314P2 2) To mail condensed minutes of old and new business only to all Area policy chairs.
		1009.01.03 To make available to any surrounding region or World Service officer that sends a written request, copies of the Mid-Atlantic region's minutes each quarter.
		1009.01.04 Send copies of the Regional minutes to World Service office to have them admitted to our region's archives.
		1009.01.05 To maintain archival copies of all the Regional minutes, original Regional motion forms, original Area reporting forms, and original Subcommittee reporting forms of each Regional meeting and turn same over to the new Regional secretary upon completion of term of office.
		1009.01.06 Keep an adequate supply of Area reporting forms, regional motion forms, and Subcommittee reporting forms available for Regional service committee meetings.
		1009.01.07 To hand in receipts for all copying costs, mailing costs, supplies, or other expenses to the Regional treasurer.
		1009.01.08 To keep the RCMs, and Alternates, Regional officers, and Subcommittee chairs and vice-chairs informed of all of the current address and phone numbers of same through the Regional minutes.

		1009.01.09	To be responsible for ordering and the distribution of the bulk subscription of the quarterly WSC Fellowship Report to all Regional officers. RCMs and alternates, and Subcommittee chairs and vice-chairs of the region.
		1009.01.10	In the event an Area selected to host a Regional service committee meeting cannot host the meeting, it is the secretary's responsibility, upon being informed by the Regional chairperson, to contact all RCMs, Regional officers, and subcommittee chairs, and inform them of the change.
		1009.01.11	The Regional Secretary is to act as a regional contact regarding scheduling of area functions within the region and is to keep a calendar of events updated so that area committees can plan functions not to fall on the same day as other area functions.
		1009.01.12	That the secretary post the motions that are to go back to groups at the end of each regional meeting.
		1009.01.13	To have the regional minutes e-mailed to regional committee members and hard copies mailed to members without internet access
		1009.01.14	Region buy a printer for the Sec. to fulfill their duties. Sec. to bring printer to every Region to be used as needed. Acting Sec. to take care of printer and hand off to new Sec., when term is done. Region responsible for maintenance and supplies for printer. September 2014 0314P1
	Financial reference	0003.08	To increase the \$300 given to the secretary to \$400 to cover the added postage due to an increase of regional, area and RD reports from world and NEZF March 2009 Policy Motion 0908P6
		0003.06 **	That the MARSC set up a running budget of not more than \$300 for the secretary expenses. The secretary will receive \$300 at the region when this motion is approved. At each region thereafter the secretary will be reimbursed for their expenses after presenting receipts to the treasurer. At the end of the term, the secretary will give the \$300 back to the region. Amended 12/11/04

1010	Regional Vice Secretary		
	1010.00	Qualifications	
		1010.00.00	A suggested minimum of three (3) years of continuous abstinence from all drugs.
		1010.00.01	Willingness and desire to serve and give the office the necessary time, resources and commitment to do the job
		1010.00.02	A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
		1010.00.03	A good working knowledge of our service structure as it relates to the office.
		1010.00.04	An understanding of the responsibilities of the office.
		1010.00.05	Experience in typing, and access to a typewriter, as well as experience as a successful Area secretary is helpful.
		1010.00.06	Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.
	1010.01	Duties	
		1010.01.00	Attends Regional service meetings according to policy.
		1010.01.01	To learn the responsibilities of the Regional secretary by working hand-in hand with the Regional secretary to assist them in the completion of their duties.
		1010.01.02	To fill in and assume all of the responsibilities of the Regional secretary in the absence of the secretary at any Regional service committee meeting.

1011	Regional Hospitals and Institutions Subcommittee Chairperson	
	1011.00	Qualifications
		1011.00.00 A suggested minimum of three (3) years of continuous abstinence from all drugs.
		1011.00.01 Willingness and desire to serve and give the office the necessary time, resources and commitment to do the job
		1011.00.02 A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
		1011.00.03 A good working knowledge of our service structure as it relates to the office.
		1011.00.04 An understanding of the responsibilities of the office.
		1011.00.05 Should have at least six (6) months experience in Regional H&I Subcommittee work.
		1011.00.06 Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.
	1011.01	Duties
		1011.01.00 Attends Regional service meetings according to policy.
		1011.01.01 Prepares an agenda for all Regional H&I Subcommittee, meetings and workshops.
		1011.01.02 Chairs Regional H&I Subcommittee meetings and workshops.
		1011.01.03 Coordinates all Regional H&I Subcommittee workshops.
		1011.01.04 Submits a written report quarterly at the RSC meeting to the Regional secretary for inclusion in the Regional minutes.
		1011.01.05 Makes a report to the Regional body of the Subcommittee meeting and is available to answer any questions from the body.
		1011.01.06 Serves as communications link between the Regional H&I Subcommittee and the world service H&I Subcommittee.
		1011.01.07 Serves as a communications link between hospitals and institutions within the Mid-Atlantic Region that request information about H&I meetings; and Area H&I subcommittees within, the Region. (Receives requests and forwards them to appropriate Areas within the Region.)
		1011.01.08 Prepares a budget with the Subcommittee for the upcoming year to be approved by the Regional body.
		1011.01.09 Makes any motions regarding H&I matters on behalf of Regional H&I Subcommittee and submits them in written form to the Regional chairperson.
		1011.01.10 Registers the Regional H&I Subcommittee and assists member Area's H&I subcommittees in registering with the World Service H&I Subcommittee.

1012	Regional Hospitals and Institutions Subcommittee Vice-Chairperson		
	1012.00	Qualifications	
		1012.00.00	A suggested minimum of three (3) years of continuous abstinence from all drugs.
		1012.00.01	Willingness and desire to serve and give the office the necessary time, resources and commitment to do the job
		1012.00.02	A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
		1012.00.03	A good working knowledge of our service structure as it relates to the office.
		1012.00.04	An understanding of the responsibilities of the office.
		1012.00.05	Should have at least six (6) months experience in Regional H&I Subcommittee work.
		1012.00.06	Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.
	1012.01	Duties	
		1012.01.00	Attends Regional service meetings according to policy.
		1012.01.01	To learn the responsibility of the Regional H&I chair by working hand in hand with the Regional H&I chairperson to assist them in the completion of their duties.
		1012.01.02	To fill in and assume all of the responsibilities of the Regional H&I chairperson in the absence of the chairperson at any Regional H&I Subcommittee meeting or workshop or at Regional Service Committee meetings.

1013	Regional Literature Subcommittee Chairperson		
	1013.00	Qualifications	
		1013.00.00	A suggested minimum of three (3) years of continuous abstinence from all drugs.
		1013.00.01	Willingness and desire to serve and give the office the necessary time, resources and commitment to do the job
		1013.00.02	A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
		1013.00.03	A good working knowledge of our service structure as it relates to the office.
		1013.00.04	An understanding of the responsibilities of the office.
		1013.00.05	Should have at least six (6) months experience in Literature Subcommittee work.
		1013.00.06	Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.
	1013.01	Duties	
		1013.01.00	Attends Regional service meetings according to policy.
		1013.01.01	Prepares an agenda for all Regional Literature Subcommittee, meetings and workshops.
		1013.01.02	Chairs Regional Literature Subcommittee meetings and workshops.
		1013.01.03	Coordinates Regional Literature Subcommittee workshops.
		1013.01.04	Submits a written report quarterly at the RSC meeting to Regional secretary for inclusion in the Regional minutes.
		1013.01.05	Makes a report to the Regional body of the Subcommittee meeting and is available to answer any questions from the body. Serves as communications link between Regional Literature Subcommittee and World Service literature Subcommittee.
		1013.01.06	Prepares a budget with the Subcommittee for the upcoming year to be approved by the Regional body.
		1013.01.07	Makes any motions regarding literature matters on behalf of Regional literature subcommittee and submits them written form on Regional motion forms to Regional chair.
		1013.01.08	Registers Regional Literature Subcommittee and assists the member Areas Literature Subcommittees in registering with the World Service Literature Subcommittee.

1014	Regional Literature Subcommittee Vice Chairperson		
	1014.00	Qualifications	
		1014.00.00	A suggested minimum of three (3) years of continuous abstinence from all drugs.
		1014.00.01	Willingness and desire to serve and give the office the necessary time, resources and commitment to do the job
		1014.00.02	A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
		1014.00.03	A good working knowledge of our service structure as it relates to the office.
		1014.00.04	An understanding of the responsibilities of the office.
		1014.00.05	Should have at least six (6) months experience in Literature Subcommittee work.
		1014.00.06	Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.
	1014.01	Duties	
		1014.01.00	Attends Regional service meetings according to policy.
		1014.01.01	To learn the responsibility of the Regional Literature chair by working hand in hand with the Regional Literature chairperson to assist them in the completion of their duties.
		1014.01.02	To fill in and assume all of the responsibilities of the Regional Literature chairperson in the absence of the chairperson at any Regional Literature Subcommittee meeting or workshop or at Regional Service Committee meetings.

1015	Regional Public Relations Subcommittee Chairperson		
	1015.00	Qualifications	
		1015.00.00	A suggested minimum of three (3) years of continuous abstinence from all drugs.
		1015.00.01	Willingness and desire to serve and give the office the necessary time, resources and commitment to do the job
		1015.00.02	A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
		1015.00.03	A good working knowledge of our service structure as it relates to the office.
		1015.00.04	An understanding of the responsibilities of the office.
		1015.00.05	Should have at least six (6) months experience in Public relations Subcommittee work.
		1015.00.06	Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.
	1015.01	Duties	
		1015.01.00	Attends Regional service meetings according to policy.
		1015.01.01	Prepares an agenda for all Regional Public relations Subcommittee, meetings and workshops.
		1015.01.02	Chairs Regional Public relations Subcommittee meetings and workshops.
		1015.01.03	Coordinates Regional Public relations Subcommittee workshops.
		1015.01.04	Submits a written report quarterly at the RSC meeting to Regional secretary for inclusion in the Regional minutes.
		1015.01.05	Makes a report to the Regional body of the Subcommittee meeting and is available to answer any questions from the body. Serves as communications link between Regional Public relations Subcommittee and World Service Public Information Subcommittee.
		1015.01.06	Prepares a budget with the Subcommittee for the upcoming year to be approved by the Regional body.
		1015.01.07	Makes any motions regarding Public relations matters on behalf of Regional Public relations subcommittee and submits them in written form on Regional motion forms to Regional chair,
		1015.01.08	Registers Regional Public relations Subcommittee and assists the member Areas Public relations Subcommittees in registering with the World Service Public relations Subcommittee.

1016	Regional Public Relations Subcommittee Vice-Chairperson		
	1016.00	Qualifications	
		1016.00.00	A suggested minimum of three (3) years of continuous abstinence from all drugs.
		1016.00.01	Willingness and desire to serve and give the office the necessary time, resources and commitment to do the job
		1016.00.02	A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
		1016.00.03	A good working knowledge of our service structure as it relates to the office.
		1016.00.04	An understanding of the responsibilities of the office.
		1016.00.05	Should have at least six (6) months experience in Public relations Subcommittee work.
		1016.00.06	Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.
	1016.01	Duties	
		1016.01.00	Attends Regional service meetings according to policy.
		1016.01.01	To learn the responsibility of the Regional Public relations chair by working hand in hand with the Regional Public relations chairperson to assist them in the completion of their duties.
		1016.01.02	To fill in and assume all of the responsibilities of the Regional Public relations chairperson in the absence of the chairperson at any Regional Public relations Subcommittee meeting or workshop or at Regional Service Committee meetings.

1017	Regional Policy Subcommittee Chairperson		
	1017.00	Qualifications	
		1017.00.00	A suggested minimum of three (3) years of continuous abstinence from all drugs.
		1017.00.01	Willingness and desire to serve and give the office the necessary time, resources and commitment to do the job
		1017.00.02	A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
		1017.00.03	A good working knowledge of our service structure as it relates to the office.
		1017.00.04	An understanding of the responsibilities of the office.
		1017.00.05	Should have at least six (6) months experience in Policy Subcommittee work.
		1017.00.06	Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.
	1017.01	Duties	
		1017.01.00	Attends Regional service meetings according to policy.
		1017.01.01	Prepares an agenda for all Regional Policy Subcommittee, meetings and workshops.
		1017.01.02	Chairs Regional Policy Subcommittee meetings and workshops.
		1017.01.03	Coordinates Regional Policy Subcommittee workshops.
		1017.01.04	Submits a written report quarterly at the RSC meeting to Regional secretary for inclusion in the Regional minutes.
		1017.01.05	Makes a report to the Regional body of the Subcommittee meeting and is available to answer any questions from the body
		1017.01.06	Serves as communications link between Regional Policy Subcommittee and World Service Policy Subcommittee.
		1017.01.07	Prepares a budget with the Subcommittee for the upcoming year to be approved by the Regional body.
		1017.01.08	Makes any motions regarding Policy matters on behalf of Regional Policy subcommittee and submits them in written form on Regional motion forms to Regional chair.
		1017.01.09	Provides clarification of current policy at RSC meetings and serves as resource to Regional body in this regard.

1018	Regional Policy Subcommittee Vice Chairperson		
	1018.00	Qualifications	
		1018.00.00	A suggested minimum of three (3) years of continuous abstinence from all drugs.
		1018.00.01	Willingness and desire to serve and give the office the necessary time, resources and commitment to do the job
		1018.00.02	A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
		1018.00.03	A good working knowledge of our service structure as it relates to the office.
		1018.00.04	An understanding of the responsibilities of the office.
		1018.00.05	Should have at least six (6) months experience in Policy Subcommittee work.
		1018.00.06	Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.
	1018.01	Duties	
		1018.01.00	Attends Regional service meetings according to policy.
		1018.01.01	To learn the responsibility of the Regional Policy chair by working hand in hand with the Regional Policy chairperson to assist them in the completion of their duties.
		1018.01.02	To fill in and assume all of the responsibilities of the Regional Policy chairperson in the absence of the chairperson at any Regional Policy Subcommittee meeting or workshop or at Regional Service Committee meetings.

1019	Regional Conference Subcommittee Chairperson		
	1019.00	Qualifications	
		1019.00.00	A suggested minimum of three (3) years of continuous abstinence from all drugs.
		1019.00.01	Willingness and desire to serve and give the office the necessary time, resources and commitment to do the job
		1019.00.02	A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
		1019.00.03	A good working knowledge of our service structure as it relates to the office.
		1019.00.04	An understanding of the responsibilities of the office.
		1019.00.05	Should have experience in convention Subcommittee work.
		1019.00.06	Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.
	1019.01	Duties	
		1019.01.00	Attends Regional service meetings according to policy.
		1019.01.01	Prepares an agenda for all Regional Subcommittee, meetings and workshops.
		1019.01.02	Chairs Regional Subcommittee meetings and workshops.
		1019.01.03	Coordinates Regional Subcommittee workshops.
		1019.01.04	Submits a written report quarterly at the RSC meeting to Regional secretary for inclusion in the Regional minutes.
		1019.01.05	Makes a report to the Regional body of the Subcommittee meeting and is available to answer any questions from the body
		1019.01.06	Serves as communications link between Regional Subcommittee and World Service Subcommittee.
		1019.01.07	Prepares a budget with the Subcommittee for the upcoming year to be approved by the Regional body.
		1019.01.08	Makes any motions regarding conferance matters on behalf of Regional conferance subcommittee and submits them in written form on Regional motion forms to Regional chair.
		1019.01.09	Assists-the Area currently hosting the Mid Atlantic Regional Learning Conference in any way they request.
		1019.01.10	Assists any Area requesting information or help in placing a bid for an upcoming Mid-Atlantic Regional Learning Conference.

1020	Regional Conference Subcommittee Vice Chairperson		
	1020.00	Qualifications	
		1020.00.00	A suggested minimum of three (3) years of continuous abstinence from all drugs.
		1020.00.01	Willingness and desire to serve and give the office the necessary time, resources and commitment to do the job
		1020.00.02	A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
		1020.00.03	A good working knowledge of our service structure as it relates to the office.
		1020.00.04	An understanding of the responsibilities of the office.
		1020.00.05	Should have experience in convention Subcommittee work.
		1020.00.06	Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.
	1020.01	Duties	
		1020.01.00	Attends Regional service meetings according to policy.
		1020.01.01	To learn the responsibility of the Regional Policy chair by working hand in hand with the Regional Policy chairperson to assist them in the completion of their duties.
		1020.01.02	To fill in and assume all of the responsibilities of the Regional Policy chairperson in the absence of the chairperson at any Regional Policy Subcommittee meeting or workshop or at Regional Service Committee meetings.

1021	Host Conference Committee Chairperson		
	1021.00	Qualifications	
		1021.00.00	A suggested minimum of five (5) years of continuous abstinence from all drugs and is a responsible, productive member of society, and has administrative abilities.
	1021.01	Duties	
		1021.01.00	Chairs the HCC meetings as well as the Conference.
		1021.01.01	Keeps activities within the principles, Twelve Traditions, Twelve Concepts and in accord with the purpose of the Conference.
		1021.01.02	Follows Robert's Rules of Order for all committee meetings.
		1021.01.03	Prepares the agenda for the Host Conference Committee meetings.
		1021.01.04	Proof-reads the minutes before they are mailed to HCC members.
		1021.01.05	Organizes Subcommittee's and delegates major tasks to specific Subcommittees. Stays informed with activities of each subcommittee and provides help when needed.
		1021.01.06	Allows the Subcommittees to do their jobs while providing guidance and support. Subcommittees should be given trust and encouragement to use their own judgment.
		1021.01.07	Prevents important questions from being decided prematurely, in order to foster by the full HCC prior to action.
		1021.01.08	Helps resolve personality conflicts.
		1021.01.09	Monitors the fund flow and overall Conference costs, and helps organize the Subcommittee budgets.
		1021.01.10	Ensures that all contracts signed by the committee are available for reference during the conference.
		1021.01.11	Votes only to break a tie.
		1021.01.12	Is a member of the HCC Budget Subcommittee
		1021.01.13	Attends and participates in all Regional Conference Subcommittee meetings.

1022	Host Conference Committee Vice Chairperson		
	1022.00	Qualifications	
		1022.00.00	Five (5) years suggested clean time, is personable and familiar with all committee members in order to serve as a liaison between the subcommittees and the HCC.
	1022.01	Duties	
		1022.01.00	Acts as Chairperson if the Chairperson is unavailable.
		1022.01.01	Co-ordinates subcommittee meetings in order to ensure that they get the necessary support to do a good job.
		1022.01.02	Works closely with the chairperson to help delegate responsibilities to each subcommittee.

1023	Host Conference Committee Treasurer	
	1023.00	Qualifications
		1023.00.00 Five (5) years suggested clean time, is a responsible and productive member of society. Has accounting skills and has service experience with conference or other large-scale fellowship activities and has accessibility to other committee members, especially the registration committee.
	1023.01	Duties
		1023.01.00 Changes signatures of signers on the bank account and informs bank of new P.O. box number. The signatories required for the account are any two of the following officers: HCC Chairperson HCC Vice-treasurer HCC Vice Chairperson RCS Chair HCC Treasurer RCS Vice Chair The cards and account information are filled out at the HCC meeting.
		1023.01.01 Works with the HCC to follow the budget, which was developed by the RCS and reviewed and adopted by the HCC for the Conference.
		1023.01.02 Writes all appropriate checks and is responsible for collecting receipts from subcommittees for money paid out.
		1023.01.03 Responsible for reporting and transporting all money collected during the planning process, including revenues from registration, banquet tickets, etc., and advises the chairperson of ticket supply, income flow, and of expenditures.
		1023.01.04 Accountable for funds collected and deposited during the conference.
		1023.01.05 Quarterly and closing Treasurer's report will be submitted at RCS meetings.
		1023.01.06 Meets with the accountant to determine how to set up the treasurer's ledger book.
		1023.01.07 Turns in all reports and receipts to the RCS Chair and provides necessary information to file appropriate tax forms at the end of the fiscal year (April-1st through March 31st)
		1023.01.08 Attends and is a member of the HCC budget subcommittee.
		1023.01.09 Attends regional meetings

1024	Host Conference Committee Vice Treasurer		
	1024.00	Qualifications	
		1024.00.00	A suggested minimum of five (5) years of continuous abstinence from all drugs.
	1024.01	Duties	
		1024.01.00	The vice treasurer will fill in as treasurer in the absence of and will share the responsibilities of the Treasurer.
		1024.01.01	Shares in the responsibility of collecting and depositing funds during the conference.

1025	Regional Web Committee Chairperson		
	1025.00	Qualifications	
		1025.00.00	A suggested minimum of three (3) years of continuous abstinence from all drugs.
		1025.00.01	Willingness and desire to serve and give the office the necessary time, resources and commitment to do the job
		1025.00.02	A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
		1025.00.03	A good working knowledge of our service structure as it relates to the office.
		1025.00.04	An understanding of the responsibilities of the office.
		1025.00.05	A demonstrated ability to successfully perform NA service.
		1025.00.06	Should have at least six (6) months experience in Regional Web Committee work.
		1025.00.07	Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.
	1025.01	Duties	
		1025.01.00	Has the ability to create and edit hypertext markup language (HTML) documents
		1025.01.01	Use file transfer protocols (FTP) in order to upload and download files
		1025.01.02	Maintains passwords for account information
		1025.01.03	Maintain disk file in accordance with paragraph 5 of the Web Committee Guidelines.
		1025.01.04	Minimize the size of graphic files while maintaining the integrity of the images
		1025.01.05	Must remain current with Internet and e-mail technologies
		1025.01.06	The Web Chair will periodically check all links to make sure that they are still active and contain NA Public Information that is in line with our Traditions. These guidelines and the PI Handbook.
		1025.01.07	The willingness to advise Service Bodies when changes might be needed to the Web Committee's guidelines

1026	Regional Web Committee Vice Chairperson		
	1026.00	Qualifications	
		1026.00.00	A suggested minimum of two (2) years of continuous abstinence from all drugs.
		1026.00.01	Willingness and desire to serve and give the office the necessary time, resources and commitment to do the job
		1026.00.02	A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
		1026.00.03	A good working knowledge of our service structure as it relates to the office.
		1026.00.04	An understanding of the responsibilities of the office.
		1026.00.05	Should have at least six (6) months experience in Regional Web Committee work.
		1026.00.06	Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.
	1026.01	Duties	
		1026.01.00	To assist and learn the responsibilities and/or protocol of the Web Chairpersons duties and responsibilities.
		1026.01.01	To assume the Web Chairperson's position in the absence of the Chair
		1026.01.02	Has the ability to create and edit hypertext markup language (HTML) documents
		1026.01.03	Use file transfer protocols (FTP) in order to upload and download files
		1026.01.04	Must remain current with Internet and e-mail technologies

1027	Regional Insurance Liaison		
	1027.00	Qualifications	
		1027.00.00	A suggested minimum of three (3) years of continuous abstinence from all drugs.
		1027.00.01	Willingness and desire to serve and give the office the necessary time, resources and commitment to do the job.
		1027.00.02	Good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
		1027.00.03	A good working knowledge our service structure as it relates to the office.
		1027.00.04	An understanding of the responsibilities of the office.
		1027.00.05	Should have at least (6) months experience working with Regional Insurance matters.
		1027.00.06	Any Regional officer missing (2) Regional Meetings will constitute an automatic resignation.
	1027.01	Duties	
		1027.01.00	Attends Regional Service meetings according to policy.
		1027.01.01	Submits a written report quarterly at the RSC meeting to the Regional secretary for inclusion in the Regional minutes and is available to answer any questions from the body.
		1027.01.02	Serves as a communication link between the Regional Insurance Agent and the Mid-Atlantic Region.
		1027.01.03	Serves as a communication link between the Mid-Atlantic Region and the World Service.
		1027.01.04	Maintains Insurance documents for the Region and all paper work required for Group Insurance Registration and Activities (when applicable). Assists member Area's with Regional Insurance concerns.

1028	Alternate Regional Insurance Liaison		
	1028.00	Qualifications	
		1028.00.00	A suggested minimum of three (3) years of continuous abstinence from all drugs.
		1028.00.01	Willingness and desire to serve and give the office the necessary time, resources and commitment to do the job.
		1028.00.02	Good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
		1028.00.03	A good working knowledge our service structure as it relates to the office.
		1028.00.04	An understanding of the responsibilities of the office.
		1028.00.05	Should have at least (6) months experience working with Regional Insurance matters.
		1028.00.06	Any Regional officer missing (2) Regional Meetings will constitute an automatic resignation.
	1028.01	Duties	
		1028.01.00	Attends Regional Service meetings according to policy.
		1028.01.01	To assist and learn the responsibilities of the Regional Insurance Liaison.
		1028.01.02	To fill in and assume all the responsibilities of the Regional Insurance Liaison in the absence of the Liaison at any meeting, workshop or at Regional Service Committee meetings.

Series 2000 Subcommittee Guidelines

2001.00	Hospitals and Institutions
2002.00	Literature
2003.00	MARLCNA
2004.00	Policy
2005.00	Public Relations
2006.00	Regional Insurance
2007.00	Web