

## STATEMENT OF WILLINGNESS AND QUALIFICATION

Dear Service Nominee:

Before completing your service resume form, we would like to let you know a little more about service at the regional level.

The position that you have been nominated for will require you to make a commitment of at least one year. This means that you may be asked to make a considerable investment of your time. Certainly, you will have tasks to do at home in your spare time, writing reports, and discussing plans and objectives of your service work.

As well as attending your subcommittee meetings, subcommittee chairs are expected to attend the Regional Service Committee meeting every month. RCM's, RCM Alternates, and RSC officers are expected to attend each month. All members are expected to stay until the close of the meeting, sometimes as long as six hours. In order to provide our fellowship with the very best service possible, we ask you to consider carefully the responsibilities that go along with the elected position for which you may be nominated. You may wish to consult with your family and sponsor.

In Loving Service,

SDICRSC Nominating Committee

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## SDICRSC

### Statement of Acknowledgement of Financial Responsibility and Procedure for Dealing With Misappropriation of NA Funds

Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, you will be required to adhere to guidelines regarding the handling of funds. You will be asked to implement standardized accounting practices and auditing procedures that ensure your accountability. These practices may include, but not be limited to, monthly reporting, regular audits, two- signature checking accounts, and monthly reconciliation of original bank statements.

These practices may be monitored by another person. You may be accompanied while counting receipts, making the bank deposit (this should be done immediately, not the following day), reconciling the original bank statements, and most importantly, while any funds are disbursed. Your financial records shall be readily available to other trusted servants.

Misuse or Misappropriation of NA funds will not be tolerated. The following is an outline of the process that will be followed if a misappropriation is reported.

1. An immediate and thorough review of all books and financial records shall be conducted to make sure the funds were actually misappropriated.
  - a. What was the amount misappropriated?
  - b. By whom was the money misappropriated?
  - c. What failing in the accounting procedures and safeguards allowed this to happen?
2. A special meeting of the SDICRSC(RSC) shall be convened per the RSC Guidelines, within three days of the confirmation of a misappropriation. The format of the special meeting shall allow sufficient time for everyone involved to express their concerns. Everyone should try to focus on spiritual principles, while deciding on the best course of action.
  - a. The individual(s) who supposedly took the money shall be informed of the meeting and given the opportunity to present his or her point of view.
  - b. If the individual(s) does not appear at the special meeting, the RSC shall ensure that every effort to contact the person(s) has been made. The committee shall use certified mail and send a letter explaining that an audit of financial records has been performed, that facts show the individual(s) is responsible for missing money, that repayment is expected, and what the consequences will be if the individual(s) does not respond to the letter. Copies of the letter shall be deposited in a safe place for further reference.
  - c. If the individual(s) admits to the misappropriation and agrees to pay back the missing funds, a legally binding restitution agreement shall be developed, utilizing legal advice if necessary. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best to not drag out the process. The agreement may specify regular weekly or monthly payments until the full amount is repaid. The individual(s) shall be informed that, if the restitution agreement is not adhered to, the committee may take legal action based on the signed and witnessed restitution agreement.
  - d. If the individual(s) refuses to repay the money, or agrees to a plan but does not follow it, or if the person(s) has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be a last resort, opted for only when everything else has been tried. The decision to prosecute shall be thoroughly explored before going ahead, using area and/or regional service committees, the WSB, and the WSO as resources.
  - e. Balancing spirituality with responsibility, the individual(s) shall be removed from his or her service position, and shall not be considered for another position until he or she has dealt with the issue through the process of the steps.
  - f. A report about the situation shall be published, and regular reports on the status of the restitution agreement shall be published until the agreement is satisfied. Protecting the identity of the person(s) involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

By my signature, I acknowledge the following:

1. I have received a complete copy of these financial standards and practices.
2. I have read them and understand them completely.
3. I shall adhere to all that is outlined and contained within them as it applies to my position.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Witness:

\_\_\_\_\_

Date:  
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\_\_\_\_\_

**SDICRSC**  
**Qualification Questionnaire Of Candidate**  
**For Money Handling Position**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
\_\_\_\_\_

Area: \_\_\_\_\_

Clean Date: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Experience with handling funds: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you familiar with standardized accounting and auditing practices? Yes \_\_\_\_\_  
No \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a dependable source of income? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been charged with misappropriation of funds? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

(If yes) Did you complete the terms of restitution? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

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**SDICRSC NA SERVICE RESUME**

Name \_\_\_\_\_

Clean Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Area Service (list position and approximate date served)

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Regional Service (list position and approximate date served).

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Have you ever failed to complete or been removed from a service position? Please explain:

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Have you read the attached letter and are you willing to make the necessary commitment?

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Do you have the time and skills necessary to complete the service position to which you may be nominated?

Please explain:

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If running for RSO Pool, what position on the Board of Directors would you be seeking?

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X \_\_\_\_\_