

ARTICLE VI – DUTIES OF TRUSTED SERVANTS

Section 1 Chair – It is the duty of the chairperson of this committee:

- (1) To open the meeting at the appointed time by taking the Chair and calling the meeting to order, having ascertained that a quorum is present.
- (2) To announce in proper sequence the business to come before the committee in accordance with the prescribed agenda.
- (3) To recognize members or observers who are entitled to the floor.
- (4) To state and to put to vote all questions that legitimately come before the committee as motions or that otherwise arise in the course of the proceedings except questions that relate to the chairperson, and to announce the result of each vote. The chairperson shall express no opinion on any motion being made at the BASC meeting.
- (5) To protect the assembly from obviously frivolous or dilatory motions by (subject to appeal) refusing to recognize them.
- (6) To enforce the rules relating to debate and to order and decorum within the committee.
- (7) To expedite business in every way compatible within the rights of members and observers.
- (8) To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
- (9) To authenticate by the chairperson's signature all proceedings of the committee.
- (10) To arrange the agenda for each meeting.
- (11) To conduct the general correspondence of the committee.
- (12) To be co-signor of the committee's bank accounts.
- (13) To make a report of the year's work at the annual meeting.
- (14) To be ex officio a non-voting member of all sub-committee except the nominating committee.
- (15) To appoint all ad-hoc committees.
- (16) To review the BASC checking account statements every month.

Section 2 Vice-Chair - It is the duty of the Vice-Chairperson of this committee:

- (1) In the absence to the chairperson, to serve as Chairperson.
- (2) To coordinate the functions of the sub-committees and to serve as Acting Chair in the absence of the Chair, or when a sub-committee becomes inactive.
- (3) To serve as Chairperson of all ad-hoc committees including the nominating committee.
- (4) To be a co-signor of the committee's bank account.
- (5) To make a report of the year's work at the annual meeting.
- (6) To be ex officio a non-member of all the sub-committees except the nominating committee.
- (7) To serve as parliamentarian unless someone else is specifically designated by the ASC Chair.
- (8) To maintain a binder of current ASC guidelines, sub-committee guidelines and the log of Previously Passed Motions.
- (9) Intend to accept a nomination for BASC Chairperson at the end of their term as Vice-Chairperson.

Section 3 Regional Committee Member (RCM) – It is the duty of the RCM of this committee:

- (1) In the absence of the chairperson and the Vice-Chairperson, to serve as Chairperson.
- (2) To represent the committee at each Regional Service Committee (RSC) meeting and other such meetings as directed by this committee.
- (3) To attend as many Beach Area NA meetings as possible.
- (4) To make a report to the committee at each regular meeting including the business of the WSC.
- (5) To provide the committee with the agenda of the next regular meeting of the RSC prior to that meeting.

- (6) To register new groups with the RSC.
- (7) To serve on the RSC, if so desires.
- (8) To coordinate communication with all Regional Service branches (RSC, RSO, RSC Board of Trustees).

Section 4 Regional Committee Member-Alternate (RCM-Alternate) – It is the duty of the RCM-Alternate of this committee:

- (1) In the absence of the RCM, to serve as RCM
- (2) To attend each RCM meeting and other such meeting as directed by this committee.
- (3) To attend as many Beach Area NA meetings as possible.
- (4) Intend to accept a nomination for RCM of the Beach Area at the end of their term as RCM-Alt.

Section 5 Secretary – It is the duty of the Secretary of this committee:

- (1) In the absence of the Chairperson, The Vice-Chairperson, the RCM and the RCM-Alt, to call the meeting to order and preside until the immediate election of the Chairperson pro-tem.
- (2) To keep records of all proceedings of the committee.
- (3) To maintain one complete set of files and archives and to send one additional set of BASC minutes to the RSO for their records.
- (4) To keep the committee's official membership roll, and to call the roll where required.
- (5) To make the minutes and records available to members upon request.
- (6) To authenticate by the Secretary's signature all proceedings of the committee.
- (7) To reproduce and distribute a revised set of these guidelines to all members of the BASC in the month of August and to make available a copy of these guidelines in the month of February to those members that request one.

Section 5.1 Temporary Secretary – It is the duty of the Temporary Secretary of this committee:

- (1) In the absence of the Secretary and the Assistant Secretary, an appointed GSR shall serve as Temporary Secretary.
- (2) The Temporary Secretary shall be appointed based upon the schedule meeting time of the Beach Area Groups. Proceeding in chronological order and beginning with Monday, the BASC chair shall call roll and the first GSR called that is present shall serve as Temporary Secretary. The next time a Temporary Secretary shall rotate to the end of the list and the group following the last GSR to serve as Temporary Secretary shall be the first group on the list as the BASC Chair calls roll (proceeding in chronological order).

Section 6 Assistant Secretary – It is the duty of the Assistant Secretary of this committee:

- (1) To attend the BASC every month.
- (2) In the absence of the Secretary, fulfill the duties of the Secretary.
- (3) To assist the secretary as needed.
- (4) Intend to accept nomination for BASC Secretary at the end their term as Assistant Secretary.

Section 7 Treasurer – It is the duty of the Treasurer of this committee:

- (1) To be the custodian of the committee's funds not entrusted to other offices or sub-committee.
- (2) To be a co-signor or the committee's back account.
- (3) To make a written financial report of receipts and disbursements at each regular meeting.
- (4) To collect and disburse all funds as directed by the BASC.
- (5) To make a full written financial report at the annual meeting.
- (6) To follow the Narcotics Anonymous Treasurer's Handbook.
- (7) Provide an annual financial report to RSO Liaison and/or RSO Liaison-Alternate at the regular meeting of the BASC in the month of February.

Section 8 Assistant Treasurer – It is the duty of the Assistant Treasurer of this committee:

- (1) Review all BASC Financial/Banking statements monthly and report any discrepancies to the BASC promptly.
- (2) Certify all financial reports presented to the BASC.
- (3) Assist the Treasurer by receiving donations at the BASC meeting.
- (4) Make bank deposits when needed, but cannot be a signatory on any BASC account.
- (5) In the absence of the Treasurer to serve as the BASC Treasurer.
- (6) Make a physical inventory of all BASC Literature and merchandise on a quarterly basis and when a position is vacated.

Section 9 Literature Salesperson – It is the duty of the Literature Salesperson of this committee:

- (1) To sell WSC approved NA literature at all regular meetings at the Beach Area Service Committee.
- (2) To disburse WSC approved NA literature to sub-committee as directed by the Beach Area Service Committee.
- (3) To give a monthly financial report to the BASC
- (4) Provide an annual financial report to RSC Liaison at the regular meeting of the BASC in the month of February.

Section 10 Assistant Literature Salesperson - It is the duty of the Assistant Literature Salesperson of this committee:

- (1) To attend BASC meeting every month.
- (2) In the absence of the Literature Salesperson, is to fulfill the duties of the Literature Salesperson.
- (3) Assist Literature Salesperson by accepting orders and monies during the BASC meeting.
- (4) Make a physical inventory of all BASC literature and merchandise on a quarterly basis with the Assistant Treasurer.
- (5) Intend to accept nomination for BASC Literature Salesperson at the end of their term as the Assistant Literature Salesperson.

Section 11 Sub-Committee Chairperson – General duties of all Sub-committee Chairpersons of this committee:

- (1) To attend the BASC meeting every month.
- (2) To provide a monthly written sub-committee report to the Secretary for inclusion in the minutes.
- (3) To submit a written quarterly budget to the BASC at the regular meeting in the months of January, April, July and October. Budgets should be itemized with expenses shown separately for each month.
- (4) To submit a written annual report with a projected annual budget to the BASC at the annual meeting held in October.
- (5) To ensure committee representation for the Beach Area at all of the respective Regional Sub-committee meetings.

Section 12 Regional Service Office Liaison – It is the duty of the RSO Liaison of this committee:

- (1) To attend the BASC meeting every month.
- (2) To provide a monthly written report to the secretary for inclusion in the meetings minutes.
- (3) To represent the Beach Area at all scheduled RSC meetings.

Section 13 Regional Service Office Liaison Alternate – It is the duty of the RSO Liaison-Alternate of this committee:

- (1) In the absence of the RSO Liaison, to serve as RSO Liaison
- (2) To attend the BASC every month.
- (3) To represent the Beach Area at all scheduled RSC meetings as directed by this committee.
- (4) Intend to accept a nomination for RSO Liaison of the Beach Area at the end of their term as RSO Liaison-Alt.

Section 14 Coffee Maker – It is the duty of the Coffee Maker of this committee:

- (1) To attend the BASC every month.
- (2) To provide coffee for all NA members attending the ASC.
- (3) The coffee maker shall be reimbursed for costs by funds generated by the ASC Seventh Tradition.