



## **STATEN ISLAND AREA**

STEERING COMMITTEE

POLICY & GUIDELINES

### **TABLE OF CONTENTS**

**PURPOSE PAGE 1**

**MEMBERS**

**PAGE 1**

**HOW WE CONDUCT BUSINESS**

**PAGE 1**

**OFFICERS AND RESPONSIBILITIES**

**PAGE 2**

**CHAIRPERSON REQUIREMENTS**

**PAGE 2**

**VICE CHAIR REQUIREMENTS**

**PAGE 2**

**Area SECRETARY REQUIREMENTS**

**PAGE 2**

**TREASURER REQUIREMENTS**

**PAGE 3**

**ASSISTANT TREASURER REQUIREMENTS**

**PAGE 3**

**REGIONAL COMMITTEE MEMBER**

**PAGE 3**

**ALTERNATE REGIONAL COMMITTEE MEMBER**

**PAGE 4**

**POICY CHAIR**

**PAGE 4**

**GLOSSARY**

**PAGE 5**

## **1. PURPOSE**

**The Steering Committee (SC) facilitates the operation of the SIASC. It also helps to facilitate communication within the NA service structure and provides necessary support, in conjunction with SIASC policy.**

## **2. MEMBERS**

**The SC consists of the ASD Chair, Vice Chair, RCM, Secretary, Treasurer, Alternate RCM, Area Secretary-Revised 9/18, Assistant Treasurer, and Policy Committee Chair.**

## **3. HOW WE CONDUCT BUSINESS**

**The SC holds a meeting one week prior to the ASC meeting (the first Monday of the month at 7 PM). The committee pays a monthly rent donation from the treasury. The meeting is attended by all members of the SC. All members are voting members, except the Policy Chair and the Area Chair, who only votes to break a tie.**

**The SC meeting format is as follows:**

- **A moment of silence**
- **The Service Prayer- Revised 9/18**
- **Reading of the 12 Traditions**

**We proceed to review last month's minutes (read by the Secretary), paying careful attention to the outcome of the voting, and noting of prior month's discussion, agenda, questions and answers, pros and cons, etc. This is to further ensure accuracy. Corrections are note, if any, to be addressed at the ASC meeting.**

**As a group, we read, review and discuss the next month's agenda; such as, but not limited to:**

- **Elections**
- **Nominations**
- **Motions**

- **We may be apprised of sub-committee's possible concerns**

**All motions on the agenda are read, and reviewed by the committee. The validity of a motion may be questioned. The Area Chair can rule as needed, the call of "out of order", on the basis of certain determining factors (i.e. intent, or lack of intent, personal attacks, etc.) with a majority vote of the committee.**

**Attendance is recorded by the Secretary and noted in that month's minutes.**

**The treasurer's report is also reviewed. Any relevant issues are discussed. Anyone may attend the SC meeting as a silent observer. If they request to be recognized, or the Area Chair or Committee members feel recognition would enlighten the body, they may request to be recognized. If there is an objection from any member of the SC, the Area Chair will request a vote from all SC members to recognize the individual.**

**The SC meeting also serves as a first point of review for any flyer generated in Staten Island Area to be distributed. Sub-Committees must bring flyers to the SC meeting for approval, and to be placed on the agenda for the ASC to be reviewed by the Area.**

**Motions to be placed on "New Business" on the agenda, may be submitted at the SC meeting. For a motion to be considered, it must be submitted on or prior to the agenda meeting.**

#### **4. OFFICERS AND RESPONSIBILITIES**

**The officers of the SC are elected yearly, and should not serve for more than two consecutive terms. Officers of the SC cannot hold the following positions; GSR, Alt. GSR, Sub-Committee Chair, or Sub-Committee Vice Chair, while serving on the SC. The SC is elected by the GSR's and should have pre service experience. All members of the SC are to attend the SC meeting and ASC meeting. If a member is not able to attend, they should notify the Area Chair, and submit any reports due. If such elected officers**

do not attend two consecutive ASC meetings, they will be expected to resign. Extenuating circumstances will be considered.

**A) CHAIRPERSON**

**Requirements:** 2 years clean time (term July to June)

**Responsibilities:** Arrange an agenda for and preside over the monthly ASC meeting. The Chairperson should be capable of conducting a business meeting in an orderly manner. They are responsible for correspondence, proofreading the minutes, and the Chairperson should be one of the signers of the ASC bank account. The Chairperson should hold a monthly steering committee meeting in preparation for the ASC meeting. Any pertinent issues affecting the Area should be addressed. The Chairperson may act as a representative when necessary.

**B) VICE-CHAIR**

**Requirements:** 1 year clean time (term July to June)

**Responsibilities:** Assist in coordinating Sub-Committee functions when necessary. In absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chair. The Vice Chair shall also assist the Chair in performance of any duties as delegated to ensure the most effective handling of any matters. The Vice Chair should be a co-signer of the ASC's bank account. The Vice Chair shall also fill in for absent Sub-Committee Chairs.

**C) AREA SECRETARY Revised 5/14/18**

**Requirements:** 1 year clean time, and a visible means of support (term January to December)

**Responsibilities:** The Recording Secretary keeps accurate minutes of each ASC meeting. The secretary is responsible for taking, typing minutes and assures the minutes are placed on the Staten Island Area Web site one week after the ASC meeting by working in coordination with the web master. The minutes and agenda should be typed and verified by the Chair person prior to Area Service meeting and placed on Area Web site no later than one week after the ASC meeting, with

a copy sent to the WSO. The Secretary is responsible for maintaining all Area files and archives. The Secretary is also responsible for arrangements to utilize the archives. The Secretary is responsible for maintaining the key and retrieving the mail prior to SC meeting , and ASC meeting. The Area secretary maintains a \$200.00 dollars revolving fund for expenses and taper recorder. The secretary reads minutes, takes corrections from floor of ASC, and incorporates correction in next month's minutes.

**D) TREASURER**

**Requirements:** 2 years clean time visible means of support (term January to December)

**Responsibilities:** Shall present a report of contributions and expenditures at every meeting. This will be included in the minutes and available at the meeting. The Treasurer should be one of the co-signers of the ASC bank account. The Treasurer should make an annual report itemizing a total of all expenditures for the sub-committees and miscellaneous expenses, a total of donations and literature sales should be provided. This should be completed by the November ASC meeting. The Treasurer should use this to prepare a prudent reserve (three months average operating expense) and operating expense to be set for the next year, also in November the Treasurer is responsible for balancing the checking account and related affairs. The Treasurer is responsible to maintain \$20.00 petty cash, and for updating bank signature cards as members of the body change. The Treasurer replenishes the revolving funds upon receipts of expenditures. He or She pays expenses, such as rent, and mailbox rental fee.

**E) ASSISTANT TREASURER**

**Requirements:** 1 year clean time, visible means of support (term January to December)

**Responsibilities:** To assist the Treasurer in the reporting on the treasury, and other responsibilities as delegated by the Treasurer, in

the learning process. In the absence of the Treasurer, they should perform the duties of the Treasurer.

**F) REGIONAL COMMITTEE MEMBER**

**Requirements:** 3 years clean time, prior Area or Regional experience (term January to December)

**Responsibilities:** The primary responsibility of the RCM is to work for the good of NA providing two communication between the Area and the rest of NA particularly with neighboring ASC's. They represent the group conscience of the ASC at the Regional level, and provide the Area with the Greater New York Regional Treasurer's report and agenda for the RSC, in time for the groups to vote and return that vote to the ASC. In the event the Regional motions are not available in time for the group to vote, the RCM will get the conscience of all those members present at the ASC meeting. The RCM attends all SC, ASC and RSC meetings. The RCM may serve on ASC and RSC sub-committees but not as a chairperson or vice chairperson. The RCM must attend workshops and committees dealing with the annual World Service Conference Agenda Report (CAR). The RCM will list the Area sub-committees for the RSC. He or She must have the willingness to give the time and resources necessary.

**G) ALTERNATE RCM**

**Requirements:** 2 years clean time (term ?)

**Responsibilities:** The Alternate RCM works in concert with the RCM, becoming familiar with the job, attending all SC, ASC, and RSC meetings, and filling in for the RCM if he/she is absent.

**H) POLICY CHAIR**

**Requirements:** 2 years clean time, prior Regional or Area service experience, working knowledge of 12 & 12, The Guide To Local Service, and Parliamentary procedure, as per Roberts Rules Of Order.

**Responsibilities:** The Policy Chair brings a knowledge of policies and procedures of the Area to assist the Committee. They have a full voice at the SC meeting but not a vote. (see Policy Committee policy for other responsibilities).