



SOUTH JERSEY AREA SERVICE CONFERENCE (SJASC)

June 8, 2014

Opening: 1:00 pm -Meeting was called to order by the Chairperson and opened with the Serenity Prayer

Readings: Tradition 6, 12 Concepts, SJASC Purpose

Quorum: (28) (41 GSRs present)

SJASC -TRUSTED SERVANT ATTENDANCE (SJASC-South Jersey Area Service Conference)

ADMINISTRATIVE OFFICER POSITIONS	NAME	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
CHAIRPERSON	JASON	x	x	x	x	x	X						
VICE-CHAIRPERSON	HEATHER	x	x	x	ABS	x	X						
SECRETARY	NIKKI	x	x	x	ABS	ABS	VAC						
VICE –SECRETARY	LINDSAY	X	ABS	X	X	X	X						
TREASURER	MATT	X	X	X	X	X	X						
ASSISTANT TREASURER	STEVE	X	X	ABS	X	ABS	VAC						
REGIONAL SERVICE MEMBER (RCM)	PAUL	X	X	X	X	X	X						
REGIONAL SERVICE MEMBER ALTERNATE (RCMA)	VAL	X	X	ABS	X	X	VAC						
SUBCOMMITTEE OFFICER POSITIONS	NAME	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
HOSPITALS & INSTITUTIONS (H&I)	KENNY	X	X	X	X	X	X						
PUBLIC RELATIONS (PR)	LP	ABS	X	X	ABS	X	VAC						
POLICY CHAIRPERSON	APRIL	VAC	ABS	X	X	X	X						
ASSISTANT POLICY CHAIRPERSON	JAMIE	X	X	ABS	X	ABS	VAC						
LITERATURE SUPPLY CHAIRPERSON	T.J.	X	X	X	X	X	X						
LITERATURE SUPPLY VICE-CHAIRPERSON	BRIAN S.	VAC	X	X	X	X	X						
LITERATURE REVIEW CHAIRPERSON	SLY	ABS	ABS	VAC	X	X	ABS						
ACTIVITIES COMMITTEE CHAIRPERSON	STEPH	X	X	X	X	X	ABS						
ACTIVITIES VICE-CHAIRPERSON	HEATHER	X	X	X	X	X	X						
ACTIVITIES TREASURER	DEBRA	X	X	X	ABS	ABS	X						
WEBSITE CHAIRPERSON	TOM	X	X	ABS	X	X	X						
MEETING LIST CHAIRPERSON	JESSICA	X	X	X	X	X	X						

ANNIVERSARIES

Please help us in congratulating our celebrants

Michelle -15 yrs Jay - 1 yr Jason - 16 yrs

Tony - 8yrs Michelle - 26 yrs

NA RELATED ANNOUNCEMENTS / HOMEGROUP REPORTS

**Refer to the NA EVENT form and attached FLYERS for events and celebrations!*

One Step Closer - Friday, 8:30 Berlin, will have a new location as of June 13, 2014.

There will be a bus available to take NA members to the East Coast Convention which is being held 6/20-6/22 in Williamsburg, VA, \$ 40 round trip, more info on the website.

Activities Committee of South Jersey Area NA is hosting a 4th of July BBQ please see attached flyer for details.

Groups Need Support!!!!

Living clean Late night - Monday, Stratford 10:00pm

Just For Tonight- Wednesday, Stratford 10:00pm

Two Heads are Better Than One-Tuesday, Blackwood 12:00pm,(HG&MT)
8:00pm

Man to Man - Thursday, Woodbury

Conscious Contact - Tuesday, Berlin 8:00pm
Woodbury 8:00pm (HG)

Miracles Happen - Friday,



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Anniversary!!!

ADMINISTRATIVE REPORTS

**Select reports were submitted and posted below for review.*

CHAIRPERSON: Quarterly Audit was completed today, the books are in order. I will be trying to schedule the GSR workshop for some time in the near future.

VICE CHAIRPERSON: There are two meetings that have been brought to my attention that may have closed the doors. I will be making my way to each of those meetings to verify.

SECRETARY:

LITERATURE SUPPLY: Nothing to report just a little note, if you need a special order please see me "TJ" so I can order what you need.

TREASURER: **Please see attached report from the Treasurer.

RCM: ** Please see attached report from the RCM

SUBCOMMITTEE REPORTS

**Select reports were receive and listed below for review.*

HOSPITALS & INSTITUTIONS: ** Please see attached report from the H&I Chairperson.

PUBLIC RELATIONS:

POLICY CHAIRPERSON: Nothing to Report

LIT REVIEW: Nothing to Report

ACTIVITIES CHAIRPERSON:

Our most recent activity, in May, was our Annual Memorial Day Barbecue. I want to thank everyone for your participation, it was a successful event. I am looking forward to our next event, which will be the July 4th Barbecue at Haddon Lake Park (at 13th Avenue, Park Drive & Prospect Blvd, Haddon Heights, NJ 08035) from 12: 30 p.m.- 5: 00p.m. As always, FOOD, FUN, and FELLOWSHIP! There is a \$5 suggested donation per person.

I and the rest of the committee would also like to thank Steph D. who stepped up and offered to fulfill the position of Secretary. We have been in much need of help in this area, and we thank her for her willingness to serve and enthusiasm. She will be working with our Vice Chair Heather H. to learn about her position and its responsibilities, and create the July 4th flyer, which will be attached with my report to go out with this month's minutes for all home groups and NA members. Thank you for letting me serve.

ACTIVITIES TREASURER: **Please see attached report from the Activities Treasurer

WEBSITE CHAIRPERSON: Nothing to Report

MEETING LIST CHAIRPERSON: I did receive a quote for the new meeting list format from our usual printer, however I believe the price was high and am going to shop around.

OLD BUSINESS



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Motion 05.14.01- *Maker of the motion Herb C. / 2nd by Tom V. Recovery for Today. Motion: to make the "South Jersey Area" meeting list contain only meeting that are "South Jersey Area" meetings. intent: is to eliminate confusion of the current meeting list and reduce cost of production of our meeting list. Result: FAILED*

NEW BUSINESS

Motion 06.14.01 - *Maker of the motion Lou E. /2nd by Kayla , Recovery for Today GSR. Motion: to make a donation to region of \$130.00 every region to help pay for our regional insurance. intent: 7th Tradition Result: back to groups*

ELECTIONS

Secretary

The Secretary keeps accurate minutes of each ASC meeting. He/She shall type and distribute minutes as well as an agenda for the next conference to all ASC participants within ten days following each meeting of the SJASC. It shall also be the responsibility of the Secretary to take roll at each meeting.

Qualifications:

1. Willingness to give the time and the resources necessary for the job
2. Minimum 1 year continuous clean time
3. Prior service experience in N.A.
4. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
5. Should have general office or secretarial skills and access to a computer
6. Leadership qualities as defined in the 4th Concept.
7. Must have a Home Group within the South Jersey Area
(# 03-11-01)

Duties:

1. Serves as custodian of all SJASC files and archives. Secretary holds past 18 months of minutes; anything older than 18 months is forwarded to Regional
2. Receives motion forms and reviews content, insuring that it meets necessary requirements as outlined in "Written Motions" section
3. Keeps accurate minutes of each ASC meeting
4. Shall type and distribute minutes as well as an agenda for the next conference to all ASC participants within ten days following each meeting of the SJASC
5. Maintain accurate quorum through GSR/group roll call at each meeting.
6. Keeps a current list of all ASC participants' names and addresses
7. Any group that misses 3 consecutive ASC meetings will stop receiving business meeting minutes.
8. Holds a key to SJASC PO Box and picks up mail for the Area on a monthly basis
9. Will not have a list of GSR's and phone numbers put in the minutes.
10. All NA announcements be written down and submitted to the Secretary prior to the Area Service Meeting.
11. Will include a Literature order form in every month's minutes.
12. Should any motions be submitted untyped, the secretary shall type those motions and/or reports if they are one page or less.
13. Will include NA announcements and group announcements in the minutes mailed out to GSRs.
(#06-12-01)
14. Must take attendance at all (including emergency meetings) JAC meetings the results of which are to be placed in the minutes.
(#08-10-01)



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Term:

This is a one (1) year commitment with a two (2) term limit

Area Assistant Treasurer

The Assistant Treasurer shall attend area services each month. He/She shall assist the Treasurer in making an itemized statement/report of all contributions and expenditures at every regular meeting of the SJASC, as well as an annual report at the end of each calendar year.

Qualifications:

1. Willingness to serve
2. Minimum 2 years clean time
3. Prior service experience as a Group Treasurer.
4. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA
5. Personal financial stability
6. Bookkeeping or accounting experience, including balancing own personal checking account
7. Have means to deposit at a TD bank, the monies (donations and literature purchases) collected at the Area Service Conference
8. Must have a Home Group within the South Jersey Area (# 03-11-01)

Duties

1. Assist the Treasurer in making an itemized statement/report of all contributions and expenditures at every regular meeting of the SJASC.
2. Assist the Treasurer in making an annual report at the end of each calendar year.
3. Train to become Treasurer when term is completed and approved by GSRs

Term:

This is a one (1) year commitment with a two (2) term limit

Regional Service Member Alternate

The RCM Alternate works closely with the RCM sharing many responsibilities.

Qualifications:

1. Willingness to give time and resources to the job
2. Minimum 2 years continuous clean time
3. Prior service experience in a home group or at Area level.
4. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
5. Must have a Home Group within the South Jersey Area (# 03-11-01)

Duties:

1. Attend all Regional service conferences and Area conferences
2. Attend ASC monthly
3. Assist RCM in their duties
4. Serves on one Regional Committee
5. Trains to become RCM
6. In the absence of the RCM, the alternate RCM shall perform the duties of the RCM

Term:

This is a one (1) year commitment with a two (2) term limit

Public Relations Chairperson

Public Information Committee (P.I.) Chairperson

P.I. is informing the public about recovery through the Twelve Steps and Twelve Traditions of Narcotics Anonymous. The purpose of



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the P.I. Committee is to provide community awareness of what N.A. is, as well as how, when and where we are available. Within the bounds of our Twelve Traditions, the P.I. committee carries the message of recovery through billboards, bumper stickers, posters, radio and T.V., public service announcements (PSA). These, in most cases, carry the Regional help line phone number. Our attraction will not work if no one knows we exist. The P.I. Chairperson will also facilitate the SJASC's participation with the Regional help line.

Qualifications:

- a) 18 Months continuous clean time defined as abstinence from all mood altering substances including drug replacement and maintenance. Loss of clean time requires immediate resignation.
- b) Previous service experience, preferably PI, preferred.
- c) Able to organize, direct and motivate committee members.
- d) Willingness, desire and ability to serve.
- e) Understanding of and experience in the 12 Steps, 12 Traditions and 12 Concepts of NA.
- f) Working with a sponsor and is a member of an NA home group in the SJ area. (motion # 03-11-01)

Duties:

- a) Arrange time for committee meetings.
 - b) Initiates all necessary correspondence, including communication with SJASC and NJ Region.
 - c) Keeps SJASC and NJ Region apprised of all PI activities.
 - d) Is ultimately responsible for all functions of the committee.
 - e) Holds a key to SJASC post office box.
 - f) All inquiries from the public or from NA must be responded to within 48 hours.
 - g) Is responsible for the security and maintenance of the overhead projector.
- (#12-12-07)

Assistant Policy Chairperson

The Assistant Policy Chairperson works closely with the Policy Chair, assisting in their duties and learning the responsibilities of that commitment.

Qualifications:

1. Willingness to serve
 2. Minimum one year continuous clean time
 3. Prior service experience in NA
 4. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A
 5. Leadership qualities as defined in the fourth concept
 6. General office and clerical skills
 7. Must have a Home Group within the South Jersey Area
- (# 03-11-01)

Duties:

1. Assists the Policy Chair in the maintenance of the operating guidelines as well as the subcommittee guidelines
2. Attends ASC in its entirety each month
3. Acts as Policy Chair in the absence of the Policy Chair

Term:

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