

Pacific Cascade

Officer Guidelines

Will include but are not limited to the following list

Chairperson -

Job Description

Arranges an agenda for the RSC meeting. The Chairperson presides over the RSC meetings and is responsible for keeping business moving in an orderly fashion. The Chairperson needs to have a working knowledge of the PCRSC adopted Rules of Order and a general knowledge of Robert's Rules of Order.

Other Responsibilities

- 1) To rearrange the business meeting agenda to have Area reports before Sub-committee Chairs.
- 2) To arrange the order of business to deal with money issues first.
- 3) That the acting Chairperson perform a roll call of Officers, Sub-committee chairs, Adhoc chairs, and RCM's at the start and just prior to the close of business at every RSC business meeting.
- 4) That a section be added to the RSC's agenda after new business entitled "REVIEW" at which time the acting Chairperson will restate all motions going back for Area conscience, also will answer any questions for clarification only. **NOT A TIME FOR DISCUSSION OF MOTIONS OR NEW MOTIONS.**

Vice-chairperson -

Job Description

Coordinates all Sub-committee functions. The Vice-chairperson should be willing to assist all Sub-committee Chairpersons whenever possible and facilitate communications between Sub-committees. The Vice-Chairperson also fills in for the RSC Chairperson when he or she is absent.

Other Responsibilities

- 1) The Vice-chairperson is the primary contact for the Area Groups in the Pacific Cascade Region and should be available to assist Areas with questions or concerns.
- 2) The Vice-chairperson will make an attempt to reach out to Areas within the geographic area of the Pacific Cascade Region that don't currently attend the PCRSC business meeting and invite their participation at the next business meeting.

Secretary - and Alternate

Job Description

Keeps accurate minutes at each RSC business meeting; types and distributes copies of the minutes at least 45 days prior to the next scheduled RSC to RCM's, Sub-Committee Chairpersons, RSC Officer's, Adhoc Chairs, and World Service Office. Minutes will be available, at the cost of producing them, to anyone else that requests them. The Secretary will answer all correspondence or channel it to the proper person.

Other Responsibilities

- 1) If a GSR from an underdeveloped Area registers with this Region, they should be included on mailing lists and notified of all Regional meetings.
- 2) That each Area's PO Box is included in the minutes if available.
- 3) That the Region order from WSO, Item #9102, Conference Report (30 Copies, bi-monthly) to be delivered to the address of the Regional Secretary for redistribution.
- 4) When the Regional Secretary takes the minutes to functions to save postage by passing them out, the Secretary only deliver them to the person to whom they are addressed.
- 5) The PCRSC directs the Regional Secretary to insert copies of all presented motions in the minutes.
- 6) Make and keep copies of all motion forms, Sub-committee Chairperson report forms and event bid forms.
- 7) Keep track of all expenditures and turn all receipts into the Treasurer on a quarterly basis.

Treasurer - and Alternate

Job Description

Collects donations, pays regional bills, balances checkbook, and keeps accurate financial records. The Treasurer shall make a report of contributions and expenditures at every RSC business meeting.

Other Responsibilities

- 1) That the Pacific Cascade Regional Treasurer be a signer on all bank accounts for committees accountable to the Pacific Cascade RSC.
- 2) The World contribution to be made at the January meeting. Not to drop below \$1,600 except for designated expenses (RD travel and operating expenses).
- 3) That July 1st through June 30th be our fiscal year.
- 4) That all moneys received by the RSC for WSC donation is forwarded to the WSC at the first opportunity, that it not be necessary to wait for the next RSC meeting.
- 5) That there be a quarterly financial review and that monies be donated to World quarterly if available. WSC and World subcommittee travel expenses need to be clearly set aside; RSC subcommittee chairs need to be aware of their upcoming World subcommittee workshop dates.
- 6) To provide \$153 to cover the cost of CAR's for each area. This \$153 to cover the cost of 1 CAR per area plus cost of mailing each copy.

- 7) That any member the RSC funded, or partially funded to a workshop, Learning Days, or any other activity shall submit a written report of the highlights of the event to the RSC with an expense report.
- 8) Funds received by this body from the Pacific Northwest Convention be divided in one of the following ways:
 - A) Hosted by Area of PCRSC
 - 1) 50% to Pacific Cascade RSC
 - 2) 25% to Southern Idaho RSC
 - 3) 25% to Host Area
 - B) Hosted by Area outside of PCRSC
 - 1) 75% to Pacific Cascade RSC
 - 2) 25% to Southern Idaho RSC

To allocate funds for a Regional P.O. Box to be located in Eugene.
(\$60.00)
- 9) That the Pacific Cascade Region purchase Liability Insurance with a minimum of one (1) million dollars (\$1,000,000.00) to cover all Regional events sanctioned by the PCRSC.
- 10) Will make timely deposits of funds collected at RSC, goal will be 30 days.
- 11) Treasurer will produce a "Projected Revenues" document based on the prior year's revenues to accompany Annual Regional Budget Proposal.
- 12) The Treasurer will produce the annual revenue and expenditure budget projections to be presented to the RSC.

TRAVEL POLICY

1. Disbursement of Funds

- a. All travel funds are allotted to person(s) who have been approved by the RSC to receive said funds, by the RSC Treasurer.
- b. A request form must be filled out and presented to the RSC Treasurer.
- c. The Pacific Cascade Region Request for Travel Funds must be filled out and presented to the RSC.

2. Responsibilities of Traveler

- a. All receipts for covered expenses must be turned in at the RSC immediately following the travel date. Covered expenses are:
 1. Airline Fares
 2. Shuttle Fares
 3. Fuel Expenses
 4. Meals
 5. Lodging
- b. If a receipt is unavailable traveler must sign and submit a detailed explanation of expense being claimed
- c. All allotted monies are the sole responsibility of the traveler. This includes lost, stolen or seized funds.

- d. Any portion of allotted monies not used is to be returned in full to the RSC Treasurer at the RSC immediately following the travel date.
- e. A detailed account of travel expenditures must be included with the travelers report at the RSC immediately following the travel date.

3. Responsibilities of the RSC Treasurer

- a. To ensure that all requirements of this travel policy are met prior to disbursement.
- b. To ensure that all requirements of this travel policy are met after disbursement.
- c. To keep all receipts on file for auditing by the RSC.
- d. To properly record all disbursements.
- e. To properly record all unused travel funds returned by traveler.

Regional Delegate (RD) -

Job Description

Attends World Service Conferences, attends Regional Service Conferences, keeps the Region updated on World activities, and takes Regional concerns to the WSC. The Regional Delegate needs to be well versed in the workings of the NA. Service Structure and should be closely acquainted with the Twelve Traditions and the Twelve concepts. The Regional Delegate is also responsible for welcoming new Groups to the Region and providing them with information concerning the Area they are closest to, and when-and-where the next Regional Service Conference will be. The Regional Delegate is also responsible for submitting a written report on relevant WSC activities at each RSC meeting.

Other Responsibilities

- 1. That the RD (Regional Delegate) submits a synopsis of the WSC minutes in as brief a form as their best judgment allows.
That we direct the RD (Regional Delegate) to contact Areas and or groups which are currently listed in the WSO directory as being part of this Region which are not actually part of this Region. Also the RD attempt to resolve this problem.

Alternate Delegate (AD) -

Job Description

Works closely with Regional Delegate and has the same duties as described in Regional Delegate job descriptions. The position is considered a year of apprenticeship after which this person would become the Regional Delegate.

Other Responsibilities

- 1) When the Alternate Delegate receives notice from the WSO of a new group in the PCR boundaries, they shall send a letter in a timely manner to that group stating; support, directions to local Area services, Phone-line Number, and the time and place of our next RSC.
- 2) Awareness workshops on the WSC Conference Agenda Report (CAR) are scheduled, annually, as requested by Areas. That workshops use a panel discussion format with members on the panel such as, but not limited to, Regional Delegate, Alternate Delegate, RSC Chairperson, RSC Vice-Chairperson, any person who has held these positions in the past and representatives from H & I, P.I., and Literature Committees.

That the Alternate Delegate compile a list of possible panel members and coordinate workshops. The location of workshops will be determined by the hosting Area.

It is requested that, as available, Areas provide billeting and funds for mileage and expenses of panel members. Expenses not covered by Areas are to be submitted to the RSC.

That the CAR is distributed to our Areas on a highest priority basis as soon as we receive it. That copies be obtained and distributed by our Alternate Delegate as soon as they are available. One copy each to be distributed to each Area. The cost of obtaining and distributing it to be borne by the RSC.

Workshops are to be added to the Regional Activities Schedule to promote increased awareness of their availability -- times and whereabouts as determined above.

Archivist -

Job Description

- 1) Maintain Regional archives past, present and future to include motions, recording of votes, minutes, etc.
- 2) Provide access and availability of at least the past 5 years of archive at any RSC.

Other Responsibilities

- 1) None given

All Sub-Committees

That all sub-committees use a standardized accounting and reporting system, provided them by the PCRSC Treasurer, to report the use of PCRSC funds.

Activities Committee

Chairperson's Job Description

- 1) Preside over Regional Activities Sub-committee meetings.
- 2) Establish Regional Activity Sub-committee agendas, per the direction of the Sub-committee, Region, Areas, and Groups.

- 3) Delegate responsibilities and duties to the Sub-committee.
- 4) Attend or arrange for an alternate to attend all Pacific Cascade Regional Business Meetings.
- 5) Submit reports at all Regional Activities Sub-committee meetings and at the Regional Service Meeting.
- 6) Learn and be responsible to the 12 Traditions and the 12 Concepts of Service as established by Narcotics Anonymous.
- 7) With the cooperation of the Committee establish a procedure for conducting Regional Activities business meetings.

Other Responsibilities

- 1) That the Regional Activities Chairperson and/or the Activities Sub-committee take on the position of Corresponding Secretary.
- 2) That the Corresponding Secretary will distribute Area and Regional flyers, i.e., functions, activities, workshops, etc.
- 3) That the PCR Activity Sub-committee's working capitol reserve is raised to \$1,000.00 and that money to be raised exclusively through Sub-committee fund-raisers; all money in excess of \$1,000 will immediately be sent to the PCR Treasurer.
- 4) A regional Logo to be adopted through a contest sponsored by the Regional Activities Committee under the direction of the RSC.
- 5) To have Regional Activities divide flyers and/or info proportionately among RCM's in the Region.

Additional Needs Committee

Chairperson's Job Description

To attend all RSC meetings and conduct Committee meetings. To prepare an agenda and report to the RSC on any information regarding the PCRSC.

Other Responsibilities

- 1) To provide information and resources where appropriate to other Committees or the PCRSC body to better help with any additional needs.
- 2) To hold regular meetings and provide minutes to the RSC for informational purposes.
- 3) To compile a list of resources available to help with Sign language, Large print/Braille, etc.

Hospitals & Institutions (H & I) Committee

Chairperson's Job Description

Conducts meetings in an orderly manner according to established format. Maintains regular communication and correspondence between WSC H&I Committee, WSO project coordinator, and Area H&I Sub-committees. Serves as representative to the RSC and submits a written quarterly report to the RSC.

Other Responsibilities

- 1) None given

Literature Committee

Chairperson's Job Description

The Chair is responsible for communicating with other Committee members and setting-up and scheduling regular meetings. The Chair is also responsible for making regular reports to the RSC and serving as the liaison between the World Literature Committee and the members of this region. The Chair is available as a source of support, encouragement, and information for Area Literature Sub-committees and can help with literature needs.

Other Responsibilities

- 1) None given

Conferences and Conventions Committee

Chairperson's Job Description

The Chair is to attend all RSC meetings, providing reports on all C&C committee activities-including but not limited to: Future Regional Conventions, Future Region Conferences, future Regional Assemblies. Schedule, attend and provide an agenda for all C&C meetings.

Other Responsibilities

- 1) C&C Chair shall fulfill the duties of the PNW Board Representative (See PNW Guidelines).
- 2) Chair shall attend 2-3 future event planning committee meetings per quarter as requested by future host committees/RSC.
- 3) That Regional Service Conferences are Regional activities, therefore, Regional C & C Sub Committee is directed to furnish the \$350.00 seed money, to be returned to Regional C & C Sub-committee.
- 4) That the seed money for PCRSC Conventions be \$600.
That the Regional C & C Sub-committee provide the seed money for the Regional Convention.

Policy & Procedure Committee

Chairperson's Job Description

Shall be available to the RSC and its Chairperson for advice on matters of parliamentary procedure to improve rather than impede the flow of business. Shall conduct the PCRPPSC meetings in an orderly manner. And shall assign tasks to individuals as necessary to complete the functions of the sub-committee.

Other Responsibilities

- 1) That we establish a handbook of Rules of Order, Bylaws, Major Motions and Budget, to be updated annually and be made available to those attending regional meetings.
- 2) That the job descriptions and subcommittee guidelines be added to the handbook as established in Motion #2 dated July 1989.

- 3) That the parliamentarian be directed to compile the RSC handbook in loose notebook form and make copies for all RSC officers, subcommittee chairs and RCM's. Further that these notebooks shall be the property of the position and not the person holding the position.
- 4) That the Parliamentarian update the major motion section of the regional handbook on a yearly basis in the form of a chronological insert, and further that the updates are posted to the various subheadings every three years beginning in 1994.
- 5) To form a standing sub-committee called the Policy & Procedure Committee, the Chairperson of which would be the parliamentarian, this committee would be responsible for keeping the bylaws, major motions, rules of order, job descriptions, and sub-committee guidelines, updated in the regional handbooks. This committee would also be available to help with wording for motions and bylaw amendments, as well as be a resource for areas or subcommittees that are developing bylaws, or guidelines. This committee would also be responsible to review wording on all motions and help the chairperson to insure that conflicts between motions, bylaws, and traditions are kept at a minimum.
- 6) To accept the suggested Guidelines for RCM reports and Regional subcommittee reports prepared by the P&P committee for inclusion into the various Regional handbooks.

Public Information/Phone-line Committee

Chairperson's Job Description

PI Duties

Coordinates and disseminates information to Area PI Sub-committees. Arranges panels and workshops. Maintains contact with Area PI Chairs and assists with any questions or problems that might arise

Phone-line Duties

Acts as a liaison between WSC and Areas in matters concerning Phone-line activities. Acts as a source of help and information for Area Phone-line Sub-committees. .

Other Responsibilities

- 1) That the Regional PI Committee be responsible to produce Phone cards that list all Phone/Hot/Info lines within the Pacific Cascade Region that wish to be listed.
- 2) That the ASC's approve and adopt the procedure for handling the regional PI information board.