

WA ASC POSITIONS CLEAN TIME RECOMMENDATIONS AND JOB DESCRIPTIONS

ASC POSITIONS	APPROVED CLEAN TIME RECOMMENDATION	APPROVED TERM RECOMMENDATION	FURTHER JOB DESCRIPTION SUMMARY (taken from WA Policy & Guidelines)
Chair	<i>2 years</i>	<i>1 year (commitment) + 1 year (optional)</i>	The ASC chairperson is responsible for conducting/facilitating the ASC meetings, preparing the agenda, approving the minutes, and various administrative duties. Preference for this position will be given to the Vice Chairperson if they choose to elect.
Vice chair vacant	<i>1 year</i>	<i>1 year (commitment) + 1 year (optional)</i>	The ASC vice chairperson main purpose is to liaise/coordinate with the subcommittees. Keeps in regular touch with the Charis of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible. Works closely with subcommittee chairpersons to prepare annual reports and budget proposals. Assists the ASC Chair to conduct ASC meetings in the Chairs absence.
Secretary vacant	<i>1 year</i>	<i>1 year (commitment) + 1 year (optional)</i>	To take clear, accurate minutes of ASC meetings, group announcements, type and distribute to all committee participants within the guidelines. Must have access to a computer, and internet and can confidently use O365. Regularly update a log of area policy actions. Keep an updated list of participants and members email addresses & terms in positions. Other ad hoc administrative duties. Preference for this position will be given to the Secretary (Alt.).
Alt Secretary vacant	<i>6 months</i>	<i>1 year (commitment) then into Secretary</i>	Assists the Secretary in his/her duties as above. Assumes responsibilities of the Secretary in their absence, or after removal from office or resignation, until new nominations and elections can occur.
Area Treasurer*	<i>3 years</i>	<i>1 year (commitment) + 1 year (optional)</i>	The Treasurer receives contributions from the groups, administers the area's Bank Account/s, pays the rent for the committee's meeting hall, pays other expenses the ASC incurs, reimburses officers and subcommittee chairpersons for their budgeted expenses, keeps careful records of all transactions and reports on the financial condition of the area committee at each of its meetings. As the administrator of the area's unified general fund, the treasurer is also responsible to prepare an annual budget for the area committee.

			The member filling this position will be financially secure, good at managing their personal finances, inspire the trust of the committee. Experience in business, accounting, bookkeeping, or as a successful group treasurer is also very helpful.
Alt treasurer vacant	<i>2 years</i>	<i>1 year (commitment) then into Treasurer</i>	Learns the roles of the Treasurer (See Treasurer Qualifications). Assumes responsibilities of the Treasurer in his/her absence, or after removal from office or resignation, until new nominations and elections can occur.
Regional Committee Member (RCM)** vacant	<i>2 years</i>	<i>2 years (commitment)</i>	RCM's serve as the core of the Regional Service Committee, a body that coordinates service forums throughout the region (Australia). RCM acts as a contact point between NA world and local services. RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service. Both the region and its areas depend on RCMs to be well versed in NA service practices and principles. RCMs should be closely acquainted with the Twelve Traditions and Twelve Concepts, the fundamentals of service in our fellowship. *
Alt RCM** vacant	<i>2 years</i>	<i>2 years (commitment) then into RCM</i>	This service position is one of learning the RCM role and supporting the current RCM in their tasks. This means that the position involves a four (4) year commitment – the first two years serving as the RCM (Alt), then going on to complete a two-year term as the RCM, conditional on a vote of confirmation of 2/3 majority of the voting members to the “full” position.
Subcommittee Chairs; <i>H&I</i> - vacant <i>PR</i> - vacant <i>Activities</i> - <i>filled</i> <i>Outreach (FD)</i> vacant	18 months	<i>1 year (commitment) + 1 year (optional)</i>	***All of these roles vary, please email the Chair or Secretary email to gain further information on the roles. Attend a Subcommittee meeting if they are sitting, and/or attend the ASC meeting to gain more knowledge.

ASC approved 30-10-22

<i>Literature - vacant</i>			
Policy chair vacant	<i>2 years</i>	<i>1 year (commitment) + 1 year (optional)</i>	The Policy committee advises the WAASC about policy issues; coordinates the drafting of new policy for consideration by the WAASC; assists area secretary in maintaining and updating these Guidelines; and assists area secretary in maintaining and updating the “Area Policy Log” of area policy decisions. The Policy committee should have copies of the most recent printing of the log of policy actions available for new GSRs and should periodically distribute updated versions to all area committee participants.

(Updated clean times ASC approved 30-10-22, job descriptions are draft only – subject to be updated or changed as per ASC approvals.)

ALL MEMBERS NOMINATING FOR ANY OF THE ABOVE POSITIONS WILL ALSO HAVE;

- Attended at least 2x ASC meetings (as observer, or as member)
- Understanding of & willingness to learn the 12 Traditions and 12 Concepts.
- Have obtained a copy of the Guide to Local Services.
- All Treasurers (of both ASC and Subcommittee's) will obtain the Treasurers Handbook.
- Be willing to resign any other elected position at Area Level.
- Will attend all monthly ASC Meetings, or give apologies, or ask the Alt to represent if they cannot attend.
- Submit a monthly report to the ASC Secretary email withing the guidelines timeframe.
- Attends learning days and area workshops wherever possible.
- Enjoys doing service and carrying the message of recovery.

* The Treasurer position involves other banking duties & skills as well as liaising with other group Treasurers to assist with banking accounts application processes, anyone nominating for this position should seek further information on these duties through the current Treasurer, Area Secretary or Chair.

****The RCM & alt RCM position's involve travel and other commitments throughout the year to Regional Area Service Committee meetings, anyone nominating for this position should seek further information on these duties through the Area Secretary/Chair.**