

ARTICLE 12. DUTIES OF OFFICERS

SECTION 12.1 CHAIRPERSON. The duties of the Chairperson listed below are the duties traditionally associated with those of a chairperson. They have been largely adapted from Robert's *Rules Of Order* and are printed here for the convenience of all NYCASC participants. It shall be the responsibility of the Chairperson to:

- (a) Preside over all meetings of the general assembly and the Administrative and Steering Committees with fairness and impartiality.
- (b) Call meetings to order at their appointed time.
- (c) Announce the business that comes before the assembly in accordance with the prescribed agenda.
- (d) Recognize participants who are entitled to the floor.
- (e) State and put to a vote all questions that legitimately come before the assembly as motions, or that otherwise arise in the course of proceedings, and announce the results of each vote.
- (f) Rule out of order any motions that are out of order.
- (g) Protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them. (A dilatory motion is a motion whose sole purpose is to delay or obstruct business.)
- (h) Refrain from speaking to the merits of or engaging in debate upon motions pending.
- (i) Enforce the rules relating to debate, order and decorum within the assembly.
- (j) Expedite business in every way compatible with the rights of participants.
- (k) Decide all questions of order, subject to appeal -- unless, when in doubt, the Chairperson prefers to submit such questions to the assembly for a decision.
- (l) Respond to inquiries from participants relating to parliamentary procedure or factual information relating to the business of the assembly.
- (m) Declare the meeting adjourned when the assembly so votes, or at the agreed upon time, or in the event of a sudden emergency affecting the safety of those present.
- (n) Authenticate with his/her signature all acts, orders and proceedings of the assembly and act as a spokesperson for NYCASC to the local community.
- (o) Be a co-signer of all letters and bank accounts and a keyholder to the post office box.

SECTION 12.2 VICE-CHAIRPERSON. It shall be the responsibility of the Vice-Chairperson to:

- (a) Perform the duties of Chairperson in the Chairperson's absence (see Section 12.1 Chairperson).
- (b) Assist the Chairperson in conducting NYCASC meetings.
- (c) Coordinate the functions of the standing subcommittees.
- (d) Be a co-signer of all letters and bank accounts.
- (e) Assist the Secretary in tallying all written ballots.
- (f) Coordinate the select committee entrusted to conduct the annual financial review (see Section 16.7 Financial Review.).

SECTION 12.4 ALTERNATE TREASURER. It shall be the responsibility of the Alternate Treasurer to:

- (a) Assist the Treasurer in fulfilling his/her responsibilities, except that the Alternate Treasurer shall not be a co-signer on any NYCASC bank account.

- (b) Participate in the budget development and financial review process (see Sections 16.4 Budgets and 16.7 Financial Review).
- (c) Shall be an automatic member of any NYCASC literature distribution subcommittee.

SECTION 12.5 SECRETARY. It shall be the responsibility of the Secretary to:

- (a) Record and type the minutes of each meeting of the NYCASC general assembly.
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- (b) Distribute copies of the minutes to NYCASC participants at least two weeks before the next regular meeting.
- (c) Conduct the registration of NYCASC participants at the beginning of each regular meeting and call the roll when it is required.
- (d) Conceal and tally the vote on all written ballots and pass the results to the Chairperson.
- (e) Announce the coming of elections for two meetings prior to the election meeting.
- (f) Maintain an archive of all NYCASC minutes, guidelines, subcommittee reports and NYC Area business and correspondence and make these records available to any participant upon request.
- (g) Keep an updated mailing list of all NYCASC voting participants.
- (h) Have a reference copy of the previous year's minutes and all current guidelines on hand at each regular meeting.
- (i) Present to new GSRs or GSR alternates an orientation packet containing these guidelines, a GSR orientation sheet, motion forms and other information needed to function effectively at NYCASC meetings.
- (j) Assist the Chairperson with correspondence.
- (k) Hold the key to the post office box and collect the mail on a regular (preferably weekly) basis.

SECTION 12.6 REGIONAL COMMITTEE MEMBER. It shall be the responsibility of the Regional Committee Member to:

- (a) Represent the groups of NYC Area by expressing their needs, desires, and concerns and by carrying the Area conscience to the Greater New York Regional Service Committee (GNYRSC).
- (b) Attend all regular meetings of the NYCASC general assembly, the NYCASC Administrative and Steering Committees and the Greater New York Regional Service Committee.
- (c) Serve as a communications link between the NYC Area, other areas and regions, and the various branches of world services.
- (d) Present a monthly written and oral report to the NYCASC general assembly covering all current regional and world issues.
- (e) Be a source of information and guidance for NYCASC participants on matters concerning the Twelve Traditions, the Twelve Concepts and all aspects of service in Narcotics Anonymous.

SECTION 12.7 RCM ALTERNATE. It shall be the responsibility of the RCM Alternate to:

- (a) Assist the Regional Committee Member in fulfilling his/her responsibilities (see Section 12.5 Regional Committee Member).
- (b) Serve as the Regional Committee Member if the RCM is absent.
- (c) Attend all regular meetings of the NYCASC general assembly, the NYCASC Administrative and Steering Committees and the GNYRSC.

SECTION 12.8 SUBCOMMITTEE CHAIRPERSON. It shall be the responsibility of a subcommittee chairperson to:

- (a) Chair the regular meetings of the subcommittee.
- (b) Perform such duties and functions as necessary to the organization and operation of the subcommittee as spelled out in the subcommittee's guidelines, NYCASC guidelines and relevant NA service manuals.
- (c) Provide a written and oral report on the subcommittee's work at each regular meeting of the NYCASC general assembly.

SECTION 12.9 WEBSITE TECHNICAL COORDINATOR. It shall be the responsibility of the NYC Area Web Technical Coordinator to:

- (a) Develop and maintain the underlying technology for the NYC Area website.
- (b) Provide assistance and work co-operatively with the Web Content Coordinator as needed.
- (c) Perform such duties and functions as necessary to the organization and operation of the NYC Area website as spelled out in the NYC Area Website Policy.

SECTION 12.10 WEBSITE CONTENT COORDINATOR. It shall be the responsibility of the NYC Area Web Content Coordinator to:

- (a) Promote communications in the NYC Area by being the primary maintainer of content on the NYC Area website.
- (b) Add/post information to the website from sources such as flyers, emails, NA events, and the monthly area meeting.
- (c) Work co-operatively with the Web Technical Coordinator as needed.
- (d) Attend and provide a report on the website's work at each regular meeting of the NYCASC general assembly.
- (e) Interact with subcommittees and other NYC Area trusted servants as necessary.
- (f) Provide limited editorial oversight (as described in the Website Policy).
- (g) Perform such duties and functions in accordance with the NYC Area Website and NYC Area policies.

SECTION 12.11 MEETING LIST COORDINATOR. It shall be the responsibility of the Meeting List Coordinator to:

- (a) Develop and update the meeting list for the NYC Area, and print and distribute the meeting lists at each regular meeting of the NYCASC general assembly.
- (b) Provide a written and oral report on the Meeting List Coordinator's work at each regular meeting of the NYCASC general assembly.