



Tampa FunCoast ASC Agenda May 12, 2012

Open meeting with Service prayer at 2:00 pm:

God grant us knowledge that we may write according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours, in order that no addict, anywhere need die from the horrors of addiction.

Readings: Purpose and Function
Service Meditation
12 Traditions
12 Concepts

Welcome new attendees to ASC:

Welcome any new Groups to ASC:

Secretary's report: (5 min)

Open floor to GSR's with home group issues: (3 min each)

Open floor to anyone wishing to address the ASC: (3 min each)

Roll call: Groups
Sub-committee Chairs
ASC officers

LDO report: (5 min)

RCM report: (5 min)

Vice Chair report: (5 min)

Sub-committee reports: (5 min each)

Activities
Helpline
H&I
Newsletter
Policy
Public Relations

Convention
FRCNA

Announcements for the good of NA:

Recess: (10 min)

Roll Call: to establish quorum

Serenity Prayer: to reflect on why we are here

Pass the basket: (7th Tradition)

Treasurer's Report:

Old Business:

New Business: (3 min per each discussion; cons and pros)

Elections:

Regional Business:

Close the meeting with the Serenity Prayer



Tampa Funcoast ASC Minutes April 14, 2012

Chair: Deb C. (813) 352-4158

Vice Chair: Chris M. (813) 601-2151

Treasurer: Jessica G. (813) 505-6867

RCM #1: Sheri S. (727) 271-1579

Secretary: Anna M. (813) 600-9911

Alt. Secretary: Dan N.

Alt. Treasurer: Kimbra (813) 516-6335

RCM#2: Cy K. (813) 781-1699

ASC opened at 2:00 pm by with the Serenity Prayer and Service Prayer.

Readings: *Purpose and Function:* H&I
JFT Meditation: Don
12 Traditions: Louis
12 Concepts: Art

Welcome new attendees to ASC:

- Aida
- Aaron R
- Michael
- Calvin
- Jenna
- Carl
- Justina
- Amy
- Jimbo
- Charlie
- Pat

Welcome new groups to ASC:

- Gilda: Hugs Not Drugs
- Terrence: Afternoon Meds

Secretary's Report:

Hi, my name is Anna and I'm an addict. On the table to my left is the sign-in sheet, announcement sheet and contact list. If your group has elected a new GSR or if you did not receive your minutes this month please update the contact list. Please indicate whether you want your minutes **MAILED, EMAILED or NOT Mailed** in the far right column of the contact sheet. This is to insure that your group receives their minutes in a timely fashion. If you are a new Subcommittee Chair please be sure to update the contact sheet as well.

Also, located on the table to my left, there are event flyers, literature order forms, GSR report forms, and meeting schedule change forms. There is a box on the table for the GSR reports to be submitted. All meeting changes such as time or location can be put in the GSR report box as well. However, you also **must** fill out a meeting schedule change form so that it can be updated on the meeting schedules and on our website. If you have a Motion Request form to turn in, please turn it in before New Business or you will have to wait until the next ASC meeting for the new motion to be read on the floor.

The cost of printing the minutes last month was \$217.76.

The following groups have been removed from attendance and the mailing of minutes due to 4 or more absences: **New Tampa NA and Recovery in Riverview**. The following groups are excluded from voting today: **11 Alive, Addict Salvation,**

Arc of Hope, Daily Recovery, Downtown Recovery, Freedom from Pain, Hope in Lutz, Oldtimers, The Ties That Bind Us and Women of Freedom. Remember you must be present for both roll calls in order to be considered present. If you do not hear your group called you may have been removed from attendance due to absences, please see me during the break.

Quorum is set at 35 with 68 eligible voting groups in the area at this time.

Your group cards can now be picked up at the front door when you enter.

If you have any questions, feel free to ask me during the break or after the close of business today. Please do not come up to me during area, as I will not be available to answer questions at that time. Thank you again for allowing me to serve.
In Loving Service, Anna M

Open floor to GSRs with home group issues:

- Michael: Ties that Bind Us is moving to 6pm starting May 6 from 5pm; desperate need of trusted servants
- Kevin: 11 Alive is in need of trusted servants only one home group member
- Mac: Addict Salvation in need of trusted servants; sometimes alone in order to keep door open
- Matt: Strawberry Grace
- Art: A New Way brought some copies of the service restructure
- Taryn: The Clean Perspective is sponsoring a workshop; Work the Steps or Die-10-4 last Sunday of month
- Anna: 12 Step Sisters is no longer meeting due to lack of support; the meeting

Open Floor to Anyone Wishing to Address the ASC Floor:

- WSUWH 7th Annual Retreat is making a donation to Men's Retreat to use as a scholarship for next years men's retreat; \$807.66 donation to ASC

Roll Call:

Voting Groups present at First Roll Call: 60

Voting groups present for the Second Roll Call: 58

Quorum (based on # of voting groups in the Area) established (prior to opening of ASC) at: 35

LDO Report:

Hello Family, my name is Ron and I am an addict. Last month's ending inventory was \$1601.10. This month's literature order was \$2642.97 with a 6% discount. I would like to thank Kim the Alt LDO, Liz, Jimmy, Bill for helping to pull literature orders today. There help is greatly appreciated.

Thanks and in loving service, Ron

RCM Report:

The GSR assembly was held in Orlando and had a total of 46 GSR's and 5 alt GSR's in attendance from all areas of our region.

The Tampa area ballots turned in at our last area were given to the regional secretary for counting. Our area (FunCoast) turned in 39 ballots out of a total of 116 that were turned in.

The tally of votes are located within the minutes located on the regional website .

Below is a carry over from the last regional meeting as with the GSR assembly taking place the fellowship development and area support group did not meet,

We currently have six active workgroups after 5 workgroups completed at the last RSC. The projects that are being considered for staffing will be discussed between Fellowship Development and the Human Resource panel between this RSC and the next RSC. There are 2 new project ideas that came from yesterdays GSR Assembly that will be looked at and considered as well as prioritized at the next RSC weekend. The Youth Outreach project that was approved and completed at the last RSC will give a short presentation of the completed workgroup material.

Predatory Behavior

Due to the GSR Assembly, completion date was postponed. The workgroup was to be completed with their project by this RSC but now will be completed by the May RSC.

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Literature in Pharmacies

This group is still an active group although due to GSR Assembly there has not been an update reported on their progress.

Roles and Responsibilities of Workgroup Leaders and Coordinators

There has been no work done this project this RSC weekend and I will be attempting to have this workgroup moving forward by the next RSC.

Bridging the Gap/The Bridge Project

Project has started Gilbert our Co-leader has group moving forward.

RSC/ASC Support

Was staffed and met at last RSC weekend but due to GSR Assembly I have not gotten an update on progress at this time.

FRC Board & Policy Review

This workgroup did not meet and being re-staffed in order for the work to resume its work.

In loving service,
Fellowship Development Leader & Co-leader
Joel B. & Gilbert O.

The following open positions at the regional level are
4 position(s) on the Florida Regional Convention Board – 3 years clean time and business/ convention experience
1 position(s) RSC-elect to the Regional Service Office Board – 3 years clean time and business experience
1 position(s) BOD-elect to the Regional Service Office Board – 3 years clean time and business experience
1 position(s) Archivist for the Florida Regional Service Conference – 3 years clean time and archivist skills/experience
1 position(s) Human Resources Panel member for FRSC – 8 years clean time and human resources experience/ interviewing skills
1 position(s) Alternate Secretary for the FRSC – 3 years clean time and secretarial/ recording experience
1 position(s) Alternate Treasurer for the FRSC – 4 years clean time and accounting/ business experience

The following proposal was to be tabled back to areas

Proposal :##5 3-12 FRC Board/RST Board

To amend FRCNA 31 budget to include line item “On Site Convention Travel and Hotel” up to \$300 per board member, not to exceed \$3300 total.

Intent: Concept 2,3,5,11. The Board is already funded to plan the convention at \$150 per meeting. This proposal adds a new line item that funds the board members to the actual on-site work.

TABLED TO AREAS

Our Secretary brought up that she has attempted to contact the RSO and as of this date she has not heard back. Bob K RSO president will look into this and ask that her call be returned. Asked Fellowship Development for a list of all workgroups started and completed. Joel B will compile a list and we will have it at the next ASC.

Next Regional service meeting will be held in May and will be held in Tampa on May 20th

ILS
Sheri, Cy

VICE CHAIR Report:

NONE

SUBCOMMITTEE REPORTS

Activities:

Hi Family,

Activities met on February 5, 2012 & March 4, 2012 Meeting cancel on April 1, 2012 at John Calvin Presbyterian Church at 5:00 PM. The primary purpose of the Activities Subcommittee is to promote unity and fellowship in the Tampa Funcoast Area of NA. Activities is responsible to hold four (4) key events -- Halloween, New Years Eve, Valentine's Day, and Memorial Day. With regards to the For the Love of NA Dance at the American Legions we sold 32 prepaid tickets which included the Dinner and Dance, 14 tickets at the door. There was a great diversity in our music which many enjoyed. The food was fabulous thanks to the great Chef Ken T. A Wonderful Speaker from out of town. American Legions was very impress with our behavior and are looking forward to seeing later on in the year. Special thanks to the Committee Members as well as the extra hands in decorating, setting up, preparing food and cleaning up. In spite of the low attendance those who attend had a great time. Where could you go for all of \$12 where you had fine dining, all you can drink and a dance included no where we say. I will be turning over proceeds from the dance to the ASC Treasurer in the amount of \$199.12.

Upcoming Event Mark Your Calendar

Memorial Day Picnic

Lowery Park

Pavilion 115

10am – Until

\$5.00

Ticket Required for Meal

Beverages are included

Lunch will be served at 12 noon

Spades Tournament at 1:00 pm
Must be signed up before noon for Tournament
Tickets will go on sale May 1st 2012

In Loving service Jennifer P

Helpline:

Good afternoon. This month at helpline we had 16 people in attendance with one new person. We took a total of 667 calls using 1,849 min. We only had 12 messages! This is one less than last month. That's it. Helpline flowed very smoothly and efficiently. ILS, Kandi O

H&I:

Hi my name is Dave and I am an addict. Opened with Serenity Prayer, read 12 concepts and stated Primary Purpose. There were 5 new attendees: Gilbert O, TC, Robert B., David P., Shana P.

Secretary's report was given. The H&I secretary has stepped down due to personal issues. Josie C is temporarily filling that position.

Panel Coordinator's report given. Majority of the books have been distributed into the facilities. There was a verbal confrontation at ACTs juvenile between a panel member and a resident at that facility. Jay S contacted the facility and the meeting was suspended for 2 weeks but has been resolved (meeting resumed on 4/13/12).

Panel leader reports given

Old Business: the ad hoc committee for the H&I orientation structure did not meet last month.

Elections: 4 members were elected onto 4 different panels and 1 member was elected panel leader for DACCO R1.

New Business: The PR chair, Rick S, and the H&I Panel Coordinator, Jay S., met with staff from St. Joseph's Hospital Behavioral Center on Tuesday 4/10/12. They want H&I to carry a weekly meeting into the facility. More information is needed before we can move forward with putting a panel together.

ILS, Dave L.

Newsletter:

Hello everyone, I'm Terence and I'm an addict.

The Newsletter Committee met here today at 12:30. There were three of us in attendance. We will meet again at the next ASC at the same time.

We do need articles and we have on our area's website a flyer with article suggestions. Our area's web address is www.tampa-na.org. You may submit your articles, commentary, and poetry, etc. to the Clean Times newsletter committee via email to FuncoastNews@hotmail.com. The next issue will be published and available at next Area.

Thank you!

Policy:

Policy met 4/14/2012 at 12:00 noon. All members were present. No ASC motions were referred to Policy for review. The TFASC Website maintenance policy addition was briefly discussed and will be reviewed further at next Policy meeting. The FRCNA Committee policy was drafted and given to FRCNA Co-chairs to review. If no changes are made, it will be presented to groups. Other topics discussed were non-drug addicts sharing their story and message at NA meetings. Policy also discussed NA members, social media, and the Traditions. The Policy Revision Ad-hoc met at Brandon Recovery club on April 5th. We made a great start on the Policy revision. Our next meeting is April 20th, at the Meeting Place. Kirk K. was nominated again for Policy Vice-chair and he declined again. Next policy meeting will be May 12th, 12:00 noon, at ASC location.

Love & Tolerance,

Lovett H.

Public Relations:

The Public Relations subcommittee met today at 1:00pm. There were 8 members. We opened the meeting with the Serenity Prayer.

There were 1400 copies of the meeting schedules printed this month and there were 3 changes to the following meetings: Free To Be Me, A Clean Perspective, and Recovery in Riverview. GSRs please remember to submit a meeting change request form by the end of area to get your changes into the next schedule.

The Tampa Funcoast Website had 2393 unique visitors in March, which was an increase of 121 visitors from the month of February. Please remember that you can send any correspondence, updates, suggestions, event flyers, and the like directly to us by clicking Contact Us in the navigation bar and selecting "Website Info" as the department. I am noticing that some members are submitting event flyers to "Public Relations", but please be sure to select "Website Info" so that it is routed directly to the person who maintains the website.

Old Business:

In old business, we had 6 participants from PR at the MOSI event on March 31st, called Celebrate Life! DEA: Drug Awareness Day. We were in attendance with such other organizations like: DACCO, Operation Par, and Town and Country Hospital. The

event coordinator reported to us that the event was a success, in spite of the brief torrential downpour of rain in the middle of it.
New Business:

In new business, we were asked to carry two different presentations this past month. The first was at the Salvation Army ARC, where we met with the new program director there, as one of our members is making an effort to reconstitute the open meeting that was there previously. The second presentation was at the new St. Joseph's Behavioral Health Unit, which asked for representation by our fellowship for the benefit of their patients. This presentation resulted in a need for a new H&I panel to carry a message of recovery into their inpatient residents.

Next, an update to the Tampa Funcoast Website involved the addition of another section under Area Services that would provide some information about the Newsletter subcommittee. This new section will be uploaded before the next ASC.

Additionally, one of our directives in the next few months is to try to put a small literature rack into the Salvation Army ARC and V.A. Hospital Outpatient Treatment area, where we would do our best to make available a selection of Narcotics Anonymous IPs.

Lastly, we have gotten some feedback from our members that the process to update the Tampa Funcoast Website for meeting schedule changes is not happening as quickly as it should. As the person who is the one who must pass these along to our Website Editor, I take full responsibility for this and have submitted a change to our policy that will require the PR Chair or Vice-chair to send them within 1 week after ASC.

In Loving Service,

Rick S.

Convention:

N/A

FRCNA:

Good afternoon family, addict named Ninnah R.

The FRCNA (Florida Regional Convention Narcotics Anonymous) committee meets bi-monthly. Our last meeting was held on Sunday February 19, 2012 at 10am until 12 noon at the host hotel, at the beautiful Marriott Water Front Downtown Tampa. The FRCNA convention will be held on Thursday, July 5th thru Sunday July 8th. Any member of NA is welcome to join us to share ideas, suggestions, views and/or concerns.

A situation came up that I need to share with you, that requires this area to be aware of. The day before the FRCNA meeting I got a call from the program chair stating that he and some others were wondering if I would consider being a speaker at the FRCNA convention. The reason was that after reviewing all the speaker cds and wanting to have a balance of diversity, and considering our criteria, that it has to be someone in our region, they thought I would be a good choice, and according to policy I would have to step down from my commitment. I told him that I would have to think about it and I called my sponsor. When I explained it to my sponsor she asked me two questions #1 did I solicit or manipulate then to ask me, no #2 am I willing to serve in an way that your HP sees fit for you to serve, yes. So I prayed and asked for clear guidance.

Next day at the meeting there was more cds that was delivered in the box after deadline, I suggested we vote to extend the deadline to have opportunity to review those cds and I would step down to be considered as well, to leave it to group conscience to vote. They agreed to extend the deadline to review and vote via e-mail and text, by the next two weeks. Then I excused myself.

The result of the vote showed I was voted to speak, but then I declined due to conflict that stirred up in the committee as a result of this, and that I wanted to end. So someone else was voted in. My concern now as it was brought to my attention is, can I be reinstated back into the FRCNA Rep. position as I am still willing to serve, do we need to vote, and/or do you event want me to represent this area in this position anymore, cause I feel I abandoned my watch leaving Nate alone holding the fort down.

In loving service, Ninnah R

(Since Ninnah did not officially resign to the area body, no vote is needed. She remains FRCNA Rep)

Announcements for the good of NA:

- See the flyers!
- 3 home groups in need of trusted servants and support: The Message, Choices and Miracles at Midnight
- The Ties that Bind Us Sunday meeting is moving to 6pm starting 5/6/12
- Free to Be Me: New women's meeting starting this Friday @ 8:15 pm (open discussion); new meeting location is 5101 W Lemon St, Tampa
- The Clean Perspective will be hosting a "Live the Steps or Die" workshop on 4/28/12. Running from 10-4. Pizza will be provided at break for lunch. Open to all, whether you are working, have not started working or have done the steps.
- The War is Over is having a picnic with Brandon at Noon on June 23rd at Medard Park.
- Life on life's terms invites you to the most epic awesome, legendary bowling extravaganza. Wednesday, June 6th. \$7 per person including shoes. Meeting is at 6pm (30 minutes earlier than scheduled) bowling is from 8pm – 10pm at Oakfield Lanes 1001 Oakfield Drive, Brandon.
- Join Bay 2 Bay for a day of deepsea fishing; Saturday, July 21 from 9am – 5 pm. Sea Queen fleet 25 Causeway Blvd, Slip 52, Clearwater. Low price of \$75 includes parking, rod, reel and bait. Tip not included. Non-refundable deposit of \$20 required by April 30th

- Calling all women from Bay 2 Bay to participate in the 2012 Women's Speaker Fest. We are looking for trusted servants to serve on different committees. Meetings are held every 1st Sunday of the month from 3pm – 5pm at Oak Grove Church 6830 N Habana Ave, Tampa (corner of Sligh Ave at the yellow house in the back) Come out women and support us and get united.
- 5th Annual Men's Spiritual Retreat will be Friday- Sunday April 5th-7th 2013 at Cedar Kirk. More will be revealed. Come join us to help plan and hold this event, meetings are the 1st Saturday of each month at 6pm at the Northside Church of God 6909 N 50th St, Tampa
- Help the coffee maker make it next month, if you can, give a \$1.
- The Message NA meeting meets Thursdays at 8pm at 6311 N Sheldon. We always need speakers, home group members and experience strength and hope from NA members. We are speaker followed by open discussion.
- New meeting at the Tampa ARC-The Arc of Hope. Tuesdays at 8:15 pm please come share exp, strength and hope with newcomers. Give back what was freely given to you. (MORE WILL BE REVEALED)
- Afternoon Meds, new meeting, starts on Tuesday, April 24th. Meets Tuesdays and Fridays at 2:30 pm at The Meeting Place. All members welcome and needed.

Treasurer's Report: (Please see the attachment at the end of the minutes)

Due to my absences from area service in February and March, there are some inconsistencies in the books. The admin body will perform an audit before the next area service. More will be revealed.

Old Business

Motion #25P **Maker: Policy Chair** **Second: Secretary**
Motion: Under "Resignation of ASC officers" remove: In case of emergency (ie. death, motor vehicle accident, surgery) and add: ALL letters must be approved by majority vote.
Intent: Make policy more clear
PASSED 44/0/5

Motion #26P **Maker: Public Relations** **Second: Secretary**
Motion: To accept the Website Policy addendum
Intent: To provide the area with a policy for the maintenance of the area website
Tabled to groups with voting in May

Motion #29 P **Maker: Secretary** **Second: Alt Treasurer**
Motion: For the Admin body to provider a 30 min GSR Orientation before each ASC
Intent: Assist new GSRs in understanding ASC processes
Tabled to groups with voting in May

New Business

Motion #30P **Maker: The Message** **Second: Quest for Serenity**
Motion: To add to the agenda "In Memoriam" announcing members of NA that have passed away since last ASC (only recent from last ASC). Placing on the agenda. Announce names right after roll call. In memoriam definition is to remember loved ones passing.
Intent: To respectively acknowledge members that have recently passed
Tabled to Policy and groups for questions with voting in June

Regional Business

Proposal: #5 3-12 FRC Board/RST Board

To amend FRCNA 31 budget to include line item "On Site Convention Travel and Hotel" up to \$300 per board member, not to exceed \$3300 total.

Intent: Concept 2, 3,5,11. The Board is already funded to plan the convention at \$150 per meeting. This proposal adds a new line item that funds the board members to the actual on-site work.

TABLED TO AREAS

Tabled to groups for vote in May

Elections

RCM #1 and RCM#2 (OPEN for further nominations in May with voting in June)

Requirements:

REGIONAL COMMITTEE MEMBER (2 Delegates)

The qualifications for Regional Committee Member are:

1. Willingness and desire to serve
2. 2 years abstinence from all drugs
3. Active for at least 1 year in the NA service structure
4. Time and resources to do the job
5. Ability to lead, communicate and organize
6. Familiar with ASC Policy, A Guide to Service in NA, and the Twelve Traditions and Concepts.

The responsibilities of an RCM are:

1. Attend all ASC meetings in order to be able to represent the group conscience of the ASC at the regional level.
2. Attend all RSC meetings and take part in any decision that affects the region, speaking as the voice of the ASC group conscience. (The office of RCM is immensely important, for an RCM must be able to work for the common good, placing principles before personalities at all times.)
3. Submit a written report summarizing all RSC activities.
4. Reserve and oversee the use of the RSC hotel rooms needed for two RCM's and four subcommittee chairs required to attend (Helpline, H&I, Literature and PR), when RSC is more than 80 miles from the Tampa Funcoast area with the starting point being the area meeting place. Different rooms will be reserved for male or female members and additional rooms may be reserved when both beds are in use.
5. Attend Policy subcommittee meetings.
6. Member of the Administrative Committee.
7. Available to assist any trusted servants with bank deposits of Area.
8. Prepare a written report stating motions made at the last RSC. (This will be given to the GSRs at ASC before minutes go out. During the report RCM can explain motions as necessary.)

RCM #1 Nominee (s)

Ken T.:

Qualifications:

Clean Date 1-3-88

Home group member (Multiple groups)-24 yrs- ct & fl.

I have held the home group positions of: secretary, treasurer, gsr, coffee maker. ct. & fl.

I have been an area policy chair (4 yrs) ct. & fl.

I have been a regional policy chair (2 yrs) ct.

I have been an area chair (1yr) ct

I have been an at large policy committee member at both the regional and area level-(14 yrs. Combined)

I served on the ct convention bod for 7 yrs. and the convention committee or sub-committees for 7 yrs. the convention attendance avg. 5000 addicts.

I served on the frnca bod for 5 yrs. and have served as chair and vice-chair of frnca as well a member of sub-committees for 8 yrs. avg. attendance 3000 addicts.

I have served on the facna area convention committee (6 yrs. combined) as a member or sub-committee chair. avg. attendance 300 addicts.

I have served at (11) world conventions in both registration and merchandise

I have served on the Pigs in Space Group of NA Pig Roast bod (ct.) for 5 yrs. I served on the committee for 7 yrs as chair, vice-chair, food chair, entertainment chair. avg attendance 12-15,000 addicts.

I have the willingness to serve.

I have demonstrated the ability to carry group conscience.

I have the courage to voice my opinion as to the traditions.

I have demonstrated the ability to put principles before personalities.

RCM #2 Nominee (s)

Mark M.

Qualifications:

Clean date 09/29/08

I have a home group

I have a sponsor and working steps

I have sponsees

I have served on the Tampa Funcoast helpline

I have served as GSR

I have served as treasurer at home group level

I have served as a Tampa Funcoast FRCNA rep

I have been a serenity keeper at convention

I have served on an adhoc committee to amend helpline policy

I have the ability to travel

Most importantly I have the willingness to serve the NA fellowship to the best of my ability

In loving service and gratitude, Mark M

PUBLIC RELATIONS WEBSITE MAINTENANCE POLICY

ADDENDUM TO PUBLIC RELATIONS POLICY CREATED ON: JANUARY 13, 2011

Function

To provide the area accurate and up-to-date information about Events, Meetings and ASC business via the Funcoast Area Website.

Online Guidelines

Meeting change requests must be submitted through area in order to be updated on the website. NA members personal contact information will not be published on the site. This includes phone numbers, postal and email addresses, and where possible last names shall be omitted.

Web Page Link Guidelines

The website will link to the following: NA World Services, Florida Region, NA literature and neighboring area websites. ASC minutes, newsletter, events flyers and subcommittee minutes may be posted on the website. The editor will remove past event flyers bi-weekly from the website.

Duties and Responsibilities

Administrator: Chair and Vice Chair of the Public Relations subcommittee.

Responsibilities:

1. Keep hosting account and domain registration current.
2. Update the Contact Us page emails with those who currently hold subcommittee and Admin body positions.
3. If needed, perform minor adjustments to the website layout, structure, or functionality. If this cannot be accomplished by the Chair or Vice-Chair, then the work must be contracted out to a Special Worker selected by the subcommittee after receiving no less than two bids for the work, which must be supported by the current Public Relations budget.

Editor: Any willing Public Relations member may be elected by the committee to hold this position for a period of three months, as long as they also meet any qualifications.

Responsibilities:

1. Update meeting schedules and, if needed, Subcommittee Meeting times at the end of each month, when the hard copy schedule changes are submitted to the printer.
2. Upload ASC Documents to the appropriate Downloads section: ASC Minutes, Budgets, Newsletter, and the soft copy Meeting Schedule provided by the printer.
3. Upload Events and Flyers and update the calendar with the Event details, such as: Picnics, Dances, Special Events, Home Group Anniversaries, Activities Events, changes to Subcommittee Meetings, and the like.
4. Respond to any website updates via email when the request is processed, and copy the response to the Chair and Vice-Chair to insure the updates are being completed.
5. In the event the Editor cannot fulfill his or her responsibilities, they will be fulfilled by the Chair or Vice-chair.
6. Meeting schedule changes must be handed off to the current Website Editor within 1 week of the ASC when the changes were picked up. (e.g. If ASC was on April 14th, then the meeting schedule changes should be submitted to the Website Editor no later than April 21st)

Qualifications

Administrator: Must hold the position of Public Relations Chairperson or Vice-Chair.

Editor: Must have a minimum of six months clean

