

MAASCNA Policy ADHOC Committee

Recommended Policy Revisions 2010

Group: _____ **GSR:** _____

All GSR's should take back this Policy Revision form to their Group for a vote. Please bring this form back the following Area meeting along with the Groups Conscience on the following revisions and additions to our Area's Policy.

Thank you, Area Policy ADHOC Committee.

Requirements for nomination to the administrative committee.

C. Secretary

2. Duties

- a. Records all proceedings of ASC.
- b. Prints and distributes minutes of ASC to participants, **GSR's that attend the ASC, area archivist, regional POB and the WSC** no later than two weeks following the ASC meeting. **(Exception, when the 1st Sunday is a holiday weekend).**
- c. Maintains an updated mailing list of all participants for **inclusion in the ASC minutes.**
- d. Makes minutes available to non-participants at a cost (\$2).
 - A. **Issue:** To clarify the duties of the Secretary
 - B. **Recommendation:**
 - a. Records all proceedings of ASC with clear and accurate minutes
 - b. Prints and distributes minutes of ASC to participants, **GSRs, regional POB and the WSC** no later than two weeks following the ASC meeting. **(Exception: when the 1st Sunday is a holiday weekend, the minutes should go out no later than one week following the ASC meeting).**
 - c. Maintains an updated mailing list of all participants for **distribution of the ASC minutes.**
 - d. Email ASC minutes to all home group addresses and print copies for those groups that request it.

Recommendation issue a:	Pass _____	Fail _____
Recommendation issue b:	Pass _____	Fail _____
Recommendation issue c:	Pass _____	Fail _____
Recommendation issue d:	Pass _____	Fail _____

D. Alternate Secretary – Possible two year commitment

- A. **Issue:** Two year commitment
- B. **Recommendation:** Change to 1 year

Pass _____ **Fail** _____

1. Qualifications

b. Willingness to assume secretary position at conclusion.

- A. **Issue:** add additional items to Alternate Secretary and clarify language
- B. **Recommendation:** b. Should have clerical skills and basic computer skills
- c. Willingness to assume secretary position at conclusion of Secretary's term.

Recommendation issue b: **Pass** _____ **Fail** _____
Recommendation issue c: **Pass** _____ **Fail** _____

E. Treasurer – Two year commitment

- A. **Issue:** Two year commitment
- B. **Recommendation:** Change to 1 year

Pass _____ **Fail** _____

1. Qualifications

b. Previous accounting experience.

- A. **Issue:** update necessary qualifications
- B. **Recommendation:** b. Previous accounting and/or bookkeeping experience or successful group treasurer

Pass _____ **Fail** _____

2. Duties

- A. **Issue:** add additional items to Treasurer duties
- B. **Recommendation:** l. Have quarterly financial statement ready for auditing by a qualified auditor.

m. The treasurer is accountable to the ASC, therefore all financial decisions rest solely with the ASC

Recommendation issue l: **Pass** _____ **Fail** _____
Recommendation issue m: **Pass** _____ **Fail** _____

F. Alternate Treasurer – Three year commitment

- A. **Issue:** Three year commitment
- B. **Recommendation:** Change to 1 year

Pass _____ **Fail** _____

- A. **Issue:** add additional item to Alternate Treasurer qualifications
- B. **Recommendation:** c. Must have fulfilled duties as Alternate Treasurer according to MAASCNA policy

Pass _____ **Fail** _____

ARTICLE V – SUBCOMMITTEES

A committee established to serve any specific need that arises within the area. New subcommittees shall be recognized by a two-thirds vote of the GSR's. The basic purposes of these subcommittees are to collect, clarify, define and state the concern, and to initiate and coordinate actions based on these decisions. No subcommittee shall take actions that are contrary to the approved **service manuals** and in fact should support strict adherence to all **service manuals** and the 12 traditions and 12 concepts.

- A. **Issue:** To clarify the statement
- B. **Recommendation:** Add the word **NA** to the paragraph before each instance of “service manuals.”

Pass _____ Fail _____

1. Each subcommittee shall present a set of guidelines and budget for the approval by the ASC with revisions annually. (**The chairperson will Decide when each revision should present all guidelines and budget**).

- A. **Issue:** To clarify the statement
- B. **Recommendation:** (The ASC chairperson will decide when each subcommittee should present revisions to their guidelines and budgets).

Pass _____ Fail _____

2. Subcommittee chairs shall present a written report on subcommittee Subcommittee business at each ASC or Vice Chair.

- A. **Issue:** To clarify the statement
- B. **Recommendation:** Subcommittee chairs or Vice Chair shall present a written report on subcommittee business at each ASC.

Pass _____ Fail _____

3. Qualifications for subcommittee chairpersons are as follows;

a. One year clean time with the exception of the MACNA Chairperson, who shall have three years clean time. The MACNA vice chair shall have two years clean time, and the MACNA? treasurer shall have three years clean time.

- A. **Issue:** To clarify the statement
- B. **Recommendation:** One year clean time. (See convention guidelines for clean time requirements for all MACNA CPP positions)

Pass _____ Fail _____

4. The following standing subcommittees shall exist:

2. Public Information

- A. **Issue:** To update the policy
- B. **Recommendation:** change to Public Relations

Pass _____ Fail _____

7. MACNA (see MACNA Guidelines)

a. The Midtown Atlanta Area nominates and votes MACNA Chair, Vice Chair, treasurer, and three GSR's (MAMR) (Midtown Area MACNA representative) to the MAC Inc Board.

- A. **Issue:** To update the policy
- B. **Recommendation:** The Midtown Atlanta area nominates and votes on all MACNA CPP (Convention Planning Panel) positions.

Pass _____ Fail _____

b. MACNA treasurer duties;

- A. **Issue:** To update the policy
- B. **Recommendation:** Remove these MACNA treasurer duties from the policy. The duties outlined in the convention guidelines will be used instead.

Pass _____ Fail _____

- A. **Issue:** add additional item to MACNA
- B. **Recommendation:** All CPP positions open to election will be announced at the May ASC. Nominations will be closed at the June ASC, and voting takes place at the July ASC. New positions go into effect in August.

Pass _____ Fail _____