

## **Portland Area Service Committee Meeting of Narcotics Anonymous**

**Location: 17200 SE Stark Street Portland, OR**

**Date: July 25, 2009**

Meeting called to order at 2:00pm and opened with a moment of silence followed by the Serenity Prayer. Twelve Traditions were read by Teresa and the Twelve Concepts were read by Josey.

**Roll Call of Officers:** 12

**Roll Call of Groups:** 36

**Quorum:** 21

### **New GSR/Alt GSR and new group recognition**

- I. New GSRs
  - Mark R: Freedom In the Flats
  - John : Late Night
  - Emilio R: One Promise
  - James: Say That

### **Announcements**

1. Robin: The Nooner still needs support it meets at 6025 NE Prescott. This meeting is also in need of a GSR and alternate GSR. Please talk to Robin if you are interested and take flyers back to your groups.
2. Michael McD: Please take the flyers that are available announcing Sponsorship Day back to the groups.
3. Michael McD: World unity day takes place on the Saturday of the World Convention. If anyone is interested in hosting a meeting broadcasting the Saturday speaker meeting at the World Convention a phone hook up can be purchased for \$50. The meeting will take place between 10:30am and 12:30pm our time.
4. Mike R: Aug 27<sup>th</sup> is Unity Day for Lane County in Eugene. See Mike for more details.

### **Administration Reports**

**Secretary: Ana H.**

Big thanks to Mike R and Carol for stepping in and covering the secretary position while I was out of town. Again my sincere apologies for not having the minutes available on time and I hope this did not cause too much angst for anyone. It is always my intention to get the minutes out in a timely manner and I will continue to work hard to ensure that this happens. I amended the May minutes to reflect that Thursday Night Podium and not Freedom Fighters seconded the motion to ratify Vera as the PR chair. I also removed Tuesday Night Freedom Fighters from making the motion to close the May ASC; however, I am not sure which group actually made this motion. If anyone remembers please let me know. Thank you for allowing me to be of service, Ana H.

*This record has not yet been amended or accepted by a vote of the PASC fellowship*

1. Motion to accept minutes made by Harold Street Blues and Seconded by Towanda.

**Treasurer: Maggi G (See attached)**

**Chair: Travis B**

Hello to all and thank you to the GSR's for participating in the ASC proceedings. I don't have much to report this month, so my report will be brief to say the least. I have gone over the minutes from the first Administrative Committee meeting and I will be in contact with some of you today regarding the continuation of the inventory solution implementation we discussed. I will be reviewing the inventory material that we have, and refocusing on what needs to be done. We will be having Administrative Committee meetings in the near future at a time and place that works best for the majority. The Quarterly BOD meetings will still take place as outlined in the ASC bylaws. Thank you for your continued support.

In service, Travis B.

**Vice Chair: Mike R**

Nothing to Report except Maggi celebrated 19 years last Sunday.

### **Subcommittee Reports**

#### **I. Activities: Gene L**

Our business meeting was held on July 12, 2009 and was poorly attended with less than 10 members so quorum was not met, therefore no business was conducted. I'm sorry to report that the insurance for activities and Area groups fell through. The insurance company informed activities that the contract was not sufficient for our needs. At this time activities would like to turn this process over to the board of directors for further investigation.

Fort Steven's campout was a well attended event and we all had a lot of fun. Unity in the Streets was also very successful. John T gave a short report on Unity in the Streets (this was not submitted to the secretary). There was some controversy over the promoter that was used for Unity in the Streets. He apparently produced a poster and flyer for the bands. The NA name or logo was not used. I let him know we could not approve of the poster or flyers.

Activities is not interested in hosting World Unity day on August 22<sup>nd</sup>. I have registrations forms if anyone else is interested. The forms must be turned in by August 1<sup>st</sup>.

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Upcoming events:

1. **Annual Tub Float August 15<sup>th</sup> (Float from Barton Park to Carver):** Meet at Barton Park at 10:30 to buy and fill tubes and the cost is \$13 per tube.
2. **Government Island Campout September 4-6<sup>th</sup>:** Meet at Chinook landing. To pay for the cost of gas to boat owners adults \$15 and kids under 12 \$10.
3. **Picnic in the Park:** 3<sup>rd</sup> Saturday of the month from noon to 5pm with free hot dogs and sodas for 50 cents. Laurelhurst Park at SW 39<sup>th</sup> and Stark

In service, Gene L

## **II. H&I: Lawrence J**

Possible commitments: 50

Missed commitments: 1

Cancelled: 4

Total addicts seen: **772**

1. Vera K. from PR attended H&I and gave a brief presentation about PR and how it relates to H&I. She discussed what they are doing and asked for any volunteers that would be interested in participating in 12 step calls to put their name on a phone list.
2. Bruce is our new coffee guy.
3. Inverness jail has requested some Spanish literature.
4. We have reviewed the dress code with our participants since the hot weather has arrived.  
3 years off paper/3 years clean in order to get Multnomah County clearance. We are in need of new people to do commitments.
5. In new business, Laura our orientation person, motioned to move H&I a week earlier due to the camp-out "Keep the Fire Burning". Motion failed.

In service, Lawrence Johnson (H&I Chair)

## **III. Hotline: David G (no report submitted)**

### **IV. Public Relations: Vera K**

Sorry that I couldn't be here at Area today I had a previous engagement. Public Relation subcommittee met this past Sunday with one new possible member. We voted to move to a new location 3915 SE Steele. This month we had a Public Relations booth at Unity in the Streets. I want to thank the Activities committee and the Unity in the Streets Ad-hoc committee for being so helpful in setting up our booth. I would also like to thank GWVA for taking the later booth sitting shift. It was good exposure for Public Relations and I was able to do some networking with the GWVA new PR chairperson also the SWANA Vancouver Area PR chairperson I am looking forward to working with both those Areas.

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We are still in need of Public Relations members with and without experience we can and want to train for the various positions and service opportunities. Public Relations is a great way for people to learn about Narcotics Anonymous and give a positive reflection of what NA is and how we can help please come check us out. We have flyers on the table with our new address. We are also looking for some people with specific skills and experience with web-hosting/HTML, preferably two people. In addition, we are looking for people that may have great ideas for the future of our schedule. We need help with the research and or other options for the schedule and this would be a great opportunity to train with our current schedule person.

I attended the H&I subcommittee last night in hopes of promoting unity and for possible support for the 12th Step Volunteer training that will be happening soon I hope. I wanted to take an opportunity to thank the H&I subcommittee they gave me a very warm welcome and showed positive interest and support.

If anyone is interested in being a 12th Step volunteer or have any input with the training please contact me by email at [pr-chair@portlandna.com](mailto:pr-chair@portlandna.com).

Our regional delegate, Maggi attended Region this month and gave a report to update the region on our progress with PR in the Portland Area she did an outstanding job. Thanks Maggi!

My continuing efforts to build strong positive relationships with the subcommittees and with the other Area's Public Relations Committees is going well and I am looking forward to new things to come for the Public Relations in Portland.

In loving service, Vera K. PDX Public Relations Chair

## **V. Literature: Not present**

## **VI. Outreach: Troy J**

Our meeting is at 12:00pm the day of area and new GSR orientation is the same day at 1:00pm. At today's business meeting Zak was appointed as Vice Chair. I was directed to talk to other sub-committees about an Area Learning Day and found out that this has already been organized. Jeff W volunteered to be our Secretary but we still have two open positions; an archivist and a liaison between PR and Outreach.

Thank you for allowing me to be of service, Troy

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**RCM Report: Michael McD**

Good afternoon, I am thrilled to be here today among you all, I am hopeful of a productive and recovery filled afternoon.

I only have a few things to mention. I was not able to attend the Regional weekend in Coos Bay last weekend. I had a work conflict and would have had to miss over half the day on Sunday and most of the business. Steve R our RCM Alternate was in attendance in my place. One of the highlights was the initial report that the regional Convention in Florence had made a preliminary profit of \$9000. Congratulations to Florence and the Region for a successful event. Steve and I jointly completed the regional Inventory questionnaire and it was submitted to the regional Vice Chair. Also there are several open positions at the regional committee; Open Positions: Literature Chair, Policies & Procedures Chair, Alt. Secretary, Alt. Treasurer, Archivist. We do have a new Secretary, thanks to Darla for stepping up.

These are the upcoming regional events with their hosting areas;

10/17/09 RSC RRANA

1/16/10 RSC UVANA

2/20-21/10 CAR PANA This is in Portland the date may change.

4/10 RSC LBLNA

7/10 RSC intent by CBANA & COHDANA

PNWCNA 33 October 1-3, 2010 in Portland

PCRCNA 17 May 14-16, 2011 in Grants Pass

I have been assigned to work with Gene and the activities committee to look at the budgeting and financial accountability areas. Gene and I will be meeting in September to begin this work. I look forward to helping create some improved budgeting processes and helping this vital subcommittee with their efforts.

As I mentioned, Portland is hosting the February Regional Conference Agenda Report Assembly. If any of you are interested in assisting with this event, please contact me or Steve R to volunteer. It is a two day event with a fellowship event possibly on Saturday evening. We will have more information in this coming mailing of the minutes.

As always I am available for questions or complaints at [RCM@portlandna.com](mailto:RCM@portlandna.com)

In Service, Michael McDermott

**Alternate RCM Report: Not present**

## **Break**

Reopened the meeting with a moment of silence followed by the serenity prayer at 2:55 pm. Quorum was reestablished at 21.

## **Unfinished Business:**

### **1. Motion 11-09**

- a. Motion submitted by the PR subcommittee and seconded by Freedom in the Flats to increase the budget line for printing of the schedules. The schedule will now be printed on two pages and be collated and stapled for a cost of 15 cents per schedule. The intent of the motion is to stay in compliance with Area wishes to add new groups to the schedule and continue to list all meetings in the Portland Metro Area
- b. Vote: For: 24      Against: 1      Abstain: 0
- c. **Motion passes**

### **2. Motion 12-09**

- a. Motion submitted by PR and seconded by Towanda. Motion asks for a bylaw change to remove a line in section 7.01 item 2 in article 7 that states, “that the vice chair will distribute schedules to all subcommittees and Area”. The intent is to move all the schedule responsibilities to PR. The Vice chair would no longer be responsible for distributing the schedules and PR would print and distribute the schedules.
- b. Vote: For: 25      Against: 0      Abstain: 1
- c. **Motion passes**

### **3. Motion 14-09**

- a. Submitted by Troy J and seconded by Harold Street Blues (Wes S) to approve changes to the Outreach bylaws. Intent of motion to be in accordance with Area bylaws.
- b. **This motion was not voted on since the bylaws were not available in the June minutes for review.**
- c. Sent back to the groups

### **4. Motion 16-09**

- a. Submitted by Troy J seconded by Theresa from SE Serenity. Motion to change section 5.04 D which, “states that any motion that requires a onetime expenditure of area funds in excess of \$50 dollars or any motion requiring a

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recurring expense to Area shall require a 2/3 majority to pass” to read “that any motion over \$50 be required to go back to groups as well as be passed by a 2/3rds majority to pass to *exclude Portland Area Activities (added as friendly amendment)*. The intent of the motion is that PASC be accountable to groups.

- b. For: 5      Against: 16      Abstain: 2
- c. **Motion Fails**

## **New Business**

*(Please discuss the motions (in red) they will be voted on at next month’s PASC.)*

### **1.      Motion 14-09**

- a. Submitted by Troy J and seconded by Harold Street Blues (Wes S) to approve changes to the Outreach bylaws. Intent of motion to be in accordance with Area bylaws.
- b. **Review the attached bylaws changes are marked in red.**

### **2.      The Chair appointed an ad hoc committee to investigate insurance for PASC groups and activities.**

- a. Appointees: Gene, Mike R, Michael McD, Maggi G, Troy
- b. Will report back to the ASC in 60 days at the September meeting.

## **Open Forum**

Mike R: Mail call

## **Close the Meeting**

Motion to close by Tuesday Night Freedom Fighters, seconded by Southeast Serenity, motion passed and the meeting closed at 3:10 pm.

**Portland Area Service Committee of NA**  
**Report: JULY 25, 2009**  
**Income and Expenses Report**

<b>BEGINNING BALANCE 6/27/2009 (per previous report)</b>		<b>\$ 4,520.01</b>	
<b>INCOME</b>			
<b>GROUP DONATIONS</b>			
Back to Basics		19.53	
Burnside Blues		8.00	
Diversity Group		3.00	
Doing Life		75.00	
Find the Way		15.82	
Fireside Men's		500.00	
Free To Be Me		70.00	
Full Circle		51.00	
Harold Street Blues		50.00	
Here and Now		25.00	
Higher Empowered		37.00	
Late Night Recovery		50.00	
Learning to Live		60.00	
Lost and Found		10.00	
Minute by Minute		50.00	
Multi-Culture		40.00	
New Journey		125.00	
Rise and Shine		60.88	
SE Serenity		25.00	
Thursday Night Podium		10.00	
Victory		33.25	
What It Is		27.00	
YETS		32.30	
<b>TOTAL GROUP DONATIONS</b>		<b>\$ 1,377.78</b>	
<b>TOTAL INCOME</b>		<b>\$ 1,377.78</b>	
<b>EXPENSES</b>			<b>PD BY CK #</b>
PASC - Rent to the URS Club		150.00	1422
Activities - storage		40.00	1423
H&I rent - All Saints Episcopal Church		50.00	1424
H&I copies - Vicki B.		15.00	1425
Answernet - Hotline		68.26	1426
-- VOID --		-	1427
Hotline / PR - Rent to the URS Club		40.00	1428
Fedex Office - schedules & copies		29.70	1429
PCRNA - quarterly donation		560.00	1430
Outreach copies - Melody A.		5.88	1431
PR copies - Michael McD.		14.34	1432
PR expenses - Vera K.		32.32	1433
PALSC - PR, Outreach		79.50	1434
RCM expenses - Michael McD.		7.38	1435
<b>TOTAL EXPENSES</b>		<b>\$ 1,092.38</b>	
<b>ENDING BANK BALANCE - 7/25/2009</b>		<b>\$ 4,805.41</b>	
<b>ACTIVITIES SUBCOMMITTEE BANK ACCOUNT BALANCE</b>		<b>\$ 8,280.57</b>	
<b>TOTAL PASC FUNDS AS OF 7/25/2009</b>		<b>\$ 13,085.98</b>	
<b>Holds, Reserves and Not Yet Processed</b>			
Prudent reserve - 2 months' estimated expenses		2,400.00	
CAR @ \$20 per Month (through July)		380.00	
Estimated June expenses		1,200.00	
Reserve for PCRSC (\$825)		825.00	
<b>TOTAL HOLDS AND RESERVES</b>		<b>4,805.00</b>	
<b>AVAILABLE FUNDS</b>			<b>\$ 0.41</b>

**PORTLAND AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS - LAST 12 MONTHS AND SAME MONTH LAST YEAR**

DATE	Jun 2008	Jul 2008	Aug 2008	Sep 2008	Oct 2008	Nov 2008	Dec 2008	Jan 2009	Feb 2009	Mar 2009	Apr 2009	May 2009	Jun 2009	TOTAL 2009	TOTAL 12 MONTHS	don. last 12mo.
Area-Activities				\$753.04	\$1,110.80		421.04				\$283.69			283.69	\$ 2,568.57	
Literature		\$500.00												-	\$ 500.00	
						\$ 33.15								-	\$ 33.15	
Back to Basics	\$44.10	\$26.80	\$42.55	\$37.50	\$9.72	\$60.32		\$78.60	\$84.20			\$99.43	\$19.53	281.76	\$ 458.65	9
Burnside Blues	\$100.00	\$101.55	\$51.00	\$50.00		\$42.50	100.00		\$36.17	\$34.00	\$35.00	\$30.75	\$8.00	143.92	\$ 488.97	10
Clean Freaks			\$27.00						\$20.00					20.00	\$ 47.00	2
Diversity Group												\$8.80	\$3.00	11.80	\$ 11.80	2
DOING LIFE													\$75.00	75.00	\$ 75.00	1
EARLY RISER	\$150.00				\$150.00									-	\$ 150.00	1
FIND THE WAY	\$42.85	\$21.50		\$61.79	\$47.47	\$61.60	7.47	\$205.61	\$47.74	\$43.38	\$85.70	\$44.00	\$15.82	442.25	\$ 642.08	11
FIRESIDE MEN'S					\$209.24			\$100.00					\$500.00	600.00	\$ 809.24	3
FREE TO BE ME													\$70.00	70.00	\$ 70.00	1
FREEDOM FIGHTERS				\$25.00	\$10.00	\$25.00					\$5.00	\$0.50		5.50	\$ 65.50	5
FREEDOM IN THE FLATS	\$50.00		\$38.01	\$25.00		\$30.00			\$50.00					50.00	\$ 143.01	4
FULL SIRCLE	\$4.00	\$2.16	\$4.82	\$7.82	\$45.00	\$23.27	19.72	\$45.00					\$51.00	96.00	\$ 198.79	8
HAROLD ST. BLUES	\$50.00		\$100.00	\$130.00	\$75.00			\$100.00		\$25.00	\$36.00	\$35.00	\$50.00	246.00	\$ 551.00	8
HEART & SOUL	\$24.50		\$28.80		\$7.65	\$34.69		\$20.00			\$16.50	\$20.00		56.50	\$ 127.64	6
HERE AND NOW	\$50.00	\$25.00		\$200.00	\$50.00	\$31.40	40.00			\$50.00		\$25.00	\$25.00	100.00	\$ 446.40	8
HIGHER EMPOWERED	\$50.00		\$73.23	\$39.30	\$4.01	\$11.00			\$1.48	\$13.67			\$37.00	52.15	\$ 179.69	7
Hour of Power	\$50.00	\$50.00		\$100.00		\$100.00								-	\$ 250.00	3
IT WORKS HOW & WHY					\$20.00		10.00		\$10.00		\$10.00			20.00	\$ 50.00	4
Late Night Recovery		\$100.00	\$50.00			\$75.00		\$50.00		\$125.00	\$100.00		\$50.00	325.00	\$ 550.00	7
LEARNING TO LIVE	\$59.00	\$50.00	\$100.00	\$100.00	\$50.00	\$100.00	50.00	\$50.00	\$100.00	\$150.00	\$160.00	\$120.00	\$60.00	640.00	\$ 1,090.00	12
Lost & Found												\$13.00	\$10.00	23.00	\$ 23.00	2
Men of Spiritual Walkers									\$200.00					200.00	\$ 200.00	1
MINUTE BY MINUTE		\$23.85	\$1.97	\$50.00	\$50.00			\$30.00	\$50.00	\$50.00	\$50.00	\$59.40	\$50.00	289.40	\$ 415.22	10
MULTICULTURE	\$18.00	\$35.35		\$22.00	\$19.00	\$23.00			\$30.00				\$40.00	70.00	\$ 169.35	6
NEW JOURNEY	\$100.00	\$100.00	\$75.00	\$100.00	\$75.00	\$100.00	100.00	\$250.00	\$75.00	\$75.00	\$150.00	\$150.00	\$125.00	825.00	\$ 1,375.00	12
Off the Hook	\$10.00			\$26.00	\$20.00		10.30	\$17.15	\$20.30		\$50.00			87.45	\$ 143.75	6
One Promise Many Gifts	\$20.00								\$78.00	\$64.64	\$39.46			182.10	\$ 182.10	3
RECOVERY TODAY	\$111.50			\$76.00		\$65.00			\$50.00		\$50.00	\$55.00		155.00	\$ 296.00	5
RISE AND SHINE	\$108.50	\$72.82	\$75.85	\$69.40	\$66.24	\$46.00	64.33	\$191.44	\$46.45	\$103.00	\$79.00	\$58.28	\$60.88	539.05	\$ 933.69	12
ROCKWOOD NOONER											\$20.00	\$20.00		40.00	\$ 40.00	2
RUSH HOUR			\$200.00			\$184.83			\$50.00	\$75.00				125.00	\$ 509.83	4
SAY THAT										\$20.00				20.00	\$ 20.00	1
SOUTHEAST SERENITY	\$12.00	\$51.00	\$50.00		\$36.50	\$23.50		\$73.50	\$23.00	\$44.80	\$21.00	\$41.00	\$25.00	228.30	\$ 389.30	10
Step on It	\$185.55			\$95.04	\$65.25	\$89.15		\$39.55				\$35.00		74.55	\$ 323.99	5
Stepping Up					\$29.35									-	\$ 29.35	1
Thursday Night Podium										\$15.00	\$15.00	\$10.00	\$10.00	50.00	\$ 50.00	4
Towanda								\$5.00		\$5.00				10.00	\$ 10.00	2
U+ME=WE						\$40.00		\$50.00						50.00	\$ 90.00	2
UNCHAINED								\$50.00						50.00	\$ 50.00	1
Victory					\$80.00			\$36.00	\$50.00			\$60.00	\$33.25	179.25	\$ 259.25	5
WALK YOUR TALK								\$50.00						50.00	\$ 50.00	1
WHAT IT IS			\$40.00	\$18.65	\$41.00	\$50.00		\$90.00		\$80.00		\$53.50	\$27.00	250.50	\$ 400.15	8
WHAT'S REALLY GOIN ON		\$50.00		\$50.00	\$20.00									-	\$ 120.00	3
YETS		\$74.50	\$2.00			\$139.75	1.00	\$10.60		\$1.10			\$32.30	44.00	\$ 261.25	7
Donations		\$10.00					\$0.10							-	\$ 10.10	2
<b>Total Group Donations</b>	<b>\$ 1,270.00</b>	<b>\$ 794.53</b>	<b>\$ 960.23</b>	<b>\$ 1,283.50</b>	<b>\$ 1,180.43</b>	<b>\$ 1,356.01</b>	<b>\$ 402.92</b>	<b>\$ 1,542.45</b>	<b>\$ 1,022.34</b>	<b>\$ 974.59</b>	<b>\$ 922.66</b>	<b>\$ 938.66</b>	<b>\$ 1,377.78</b>	<b>\$ 7,062.17</b>	<b>\$ 15,857.82</b>	
Number groups attending	33	32	32	27	30	36	15	43	41	43	39	31	38			
Number groups donating	21	15	17	20	23	22	10	21	19	18	17	20	23		44	
Average group donation	\$ 60.48	\$ 52.97	\$ 56.48	\$ 64.18	\$ 51.32	\$ 61.64	\$ 40.29	\$ 73.45	\$ 53.81	\$ 54.14	\$ 54.27	\$ 46.93	\$ 59.90		\$ 360.41	
Monthly group average	\$ 1,136.37	\$ 1,139.90	\$ 1,105.50	\$ 1,104.81	\$ 1,112.84	\$ 1,163.86	\$ 1,101.18	\$ 1,135.74	\$ 1,106.45	\$ 1,114.70	\$ 1,097.06	\$ 1,054.03	\$ 1,063.01			
Largest group donation	\$ 185.55	\$ 101.55	\$ 200.00	\$ 200.00	\$ 209.24	\$ 184.83	\$ 100.00	\$ 250.00	\$ 200.00	\$ 150.00	\$ 160.00	\$ 150.00	\$ 500.00		\$ 1,375.00	
Smallest group donation	\$ 4.00	\$ 2.16	\$ 1.97	\$ 7.82	\$ 4.01	\$ 11.00	\$ 1.00	\$ 5.00	\$ 1.48	\$ 1.10	\$ 5.00	\$ 0.50	\$ 3.00			
Groups donating/attending	64%	47%	53%	74%	77%	61%	67%	49%	46%	42%	44%	65%	61%			

# PORTLAND AREA OUTREACH SUBCOMMITTEE BY-LAWS

## Section 1-General guidelines

**Article I.** - The Portland Area Outreach Sub-committee shall be governed by (in order of precedence):

- a. The Twelve Traditions of Narcotics Anonymous
- b. The PASC By-laws
- c. The Portland Area Outreach Sub-committee By-laws
- d. The Twelve Concepts of NA service
- e. Robert's Rules of Order

**Article II.** - Mission statement: To promote unity in the NA fellowship by helping to overcome the isolation that hinders growth and survival of our groups.

- a. To promote unity in the NA fellowship.
- b. To encourage involvement of the NA members.
- c. To provide services to the NA groups.

**Article II.**-It shall require a 2/3-majority vote to make any alterations of these By-laws.

**Article IV.** - Temporary or "case by case" exceptions to these Bylaws shall require a unanimous vote of the committee.

**Article V.**-The required quorum for a valid vote on any business before the committee shall be the greater of three eligible voting members or one half of the average attendance of the three previous business meetings.

## Section II. - Outreach Committee positions

**A.** The elected Officers will be as follows:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Treasurer

**B.** Appointed Positions will be as follows:

1. Orientation Person
2. ~~Area Service Representative~~

- 3.2. Reach Out and Touch Someone
- 4.3. Tracker
- 5.4. Archivist
- 6.5. Liaison with Public Information

**C.** Any position shall be considered vacant after two consecutive unexcused absences of the sub-committee's business meetings.

**D.** Elections: Elections of Officers shall coincide with the PASC nominations and elections- ~~January and~~ February/~~March~~. Terms shall be one year.

**E.** Clean time requirements:

- 1. Chairperson shall have ~~one-two~~ years clean time.
- 2. ~~Vice-Chairperson shall have one year clean time.~~
- ~~All other positions shall have one day.~~

**F.** Officer responsibilities:

- 1. **Chairperson**-Leads the business meetings, prepares agenda.
- 2. **Vice-Chairperson**-Acts as Chairperson in the absence of Chairperson. Coordinates or responds to Group reports received from the PASC. Provides support for all other positions, coordinates to ensure Group requests for visits are planned and handled.
- 3. **Secretary**-Records minutes of the business meetings. Provides Chairperson with written minutes prior to next business meeting.
- 4. **Treasurer**-disburses funds. Reports expenses and receipts. Maintains records.
- 5. **Orientation Person**-Conducts orientation prior to the beginning of each PASC meeting. Collects Group reports at the PASC and delivers them to the Vice-Chair of the Outreach Subcommittee.