

APPROVED August 2012

CAPE ATLANTIC AREA BOARD OF DIRECTORS GUIDELINES

This body shall be known as the Board of Directors Cape Atlantic Area, and operate as the None Profit Corporation of the Cape Atlantic Area of Narcotics Anonymous.

PURPOSE: The BOD is the financial and legal entity for the fellowship of Narcotics Anonymous in the Cape Atlantic Area. The BOD will take responsibility for and oversee all in major or long-range financial and insurance matters. The BOD will be responsible for all legal matters pertaining to the Cape Atlantic Area including the signing of contracts.

The BOD will come together in a spirit of unity and cooperation to help the groups carry our message of recovery. The BOD will always remain directly responsible to and take direction from the groups in the Cape Atlantic Area.

The responsibility of the BOD of the Cape Atlantic Area is: To provide service and enhance the service committees ability to better serve the groups and help make the NA message of recovery more available.

1. Assist in providing a sufficient literature stockpile, and help service as a literature distribution center for the Cape Atlantic Area and the local fellows up.
2. Maintain a non-profit corporate tax status that covers the activities and events sponsored by the Cape Atlantic Area.
3. Provide insurance for the Cape Atlantic Area events.
4. Provide legal assistance for legal matters that affect Narcotics Anonymous in the Cape Atlantic Area.
5. Oversee and assist in financial decisions of all area events that expenses exceed Five Hundred dollars (\$500.00).
6. Maintain a post office box and mailing address that may be used by the group's committees or boards of the Cape Atlantic Area.
7. Provide a meeting list of all meetings in Cape May County and Atlantic County. The meeting list is to be updated monthly.
8. Oversee any contract or agreement made by any committee or board. The BOD oversees all contracts and agreements, and purchases made by the Convention Committee.
9. The BOD will have the authority, to delay decisions pertaining to all contract agreements, or purchases until the Cape Atlantic Area approves them.

Members of the BOD

Must have a Narcotics Anonymous home group of the Cape Atlantic Area.

All members of the BOD are elected in session of the CAASC.

All member of the BOD have voting privileges except the BOD chair.

Structure of the Board of Directors for the Cape Atlantic Area:

1. Chairperson of the BOD
2. Vice Chairperson of the BOD
3. Secretary of the BOD
4. Treasurer of the Area

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5. Chairperson of the ASC
6. Vice Chairperson of the ASC
7. Literature Sales Chairperson
8. Policy Chairperson of Cape/Atlantic Area
9. Area Service Representative
10. Chairperson of Convention Committee
11. Treasurer of the convention committee
12. Convention Hotel & Hospitality Chairperson
13. Treasurer of the BOD
14. Three experienced members of the Cape/Atlantic to be elected by the ASC

Duties and responsibilities of all board members:

1. Sign and updated letter of resignation.
2. Attend the board meetings on a monthly basis.
3. Report any actions of negligence, fraud and dishonesty to the full board.
4. Support and assist the BOD in fulfilling the responsibility listed in their purpose and responsibilities.

Requirements for BOD Committee Members shall be:

1. CHAIRPERSON - Minimum of 5 years clean time.
3 years service as a member of the CAASC
2-year term
2. VICE-CHAIRPERSON - Minimum of 4 years clean time.
2 years service experience as a member of the CAASC
2-year term
3. TREASURER-Minimum of 5 years clean time.
2 years service experience as a member of the CAASC, and 2 years NA treasurer
experience.
2-year term
4. SECRETARY - Minimum of 2 years clean time.
1-year service as a member of the CAASC
1-year term
5. Experience members- Minimum of 3 years clean time,
2-year service as a member of the CAASC
1-year term

6. Joint Administrative Committee members and Committee Chairpersons
See CAASC policy/guidelines.

Duties of BOD Members:

CHAIRPERSON

- a. Presides at BOD Committee meetings
- b. Prepares an agenda
- c. Strives to inform committee members of any sudden changes in meeting time or place.
- d. Only votes in the event of a tie.
- e. Coordinates with Convention committee in selecting a site for yearly convention.
- f. Is primary liaison between BOD and convention site administration.
- g. Shall attend CAASC meetings, acting as a liaison between CAASC and BOD, and giving a monthly report.
- I. Is responsible to work with the Treasurer on all CAASC taxes and financial responsibilities.
- j. The Chairperson of the BOD and the Treasurer is the liaison between the corporation and the accountant.

VICE-CHAIRPERSON:

- a. Will assume the responsibility of the Chairperson in the event of his/her absence.
- b. Assists Chair in overall coordination.
- c. Assist in coordinating with Convention committee in selecting a site for yearly convention.
- d. Attend the CAASC.

Treasurer of the BOD:

The Treasurer of the BOD is responsible for overseeing all area finances. This includes being a third signer on all checking accounts. Each time there are changes in signers, it is the Treasurer's responsibility to oversee that change takes place with the bank. The Treasurer receives all bank statements and bank-related correspondence. It is then his/her responsibility to copy and forward that information to the appropriate area treasurer who handles that account. This is so that all original financial records are kept in the office. It is his/her responsibility to store those records in our area office, and to produce them by request of the area.

The Chairperson of the BOD and the Treasurer is the liaison between the corporation and the accountant. Having responsibility of the bank documents, it is necessary to forward these materials to our accountant to prepare our annual state and federal tax returns.

Upon completion of our annual tax returns, this information will be copied and included in our area's minutes. The necessary materials to be sent to the accountant are: bank statements for the entire year, copies of the check register from each account, and monthly financial reports done by the treasurer of each account. These are to be gathered and sent to our accountant as soon as possible after each year-end. Since we are a non-profit corporation, our taxes are due by March 15 of each year.

The Treasurer of the BOD is an active member of the BOD and has voting privileges. The Treasurer must attend all BOD meetings.

The Treasurer of the BOD will be asked to serve in the absence of the ASC Treasurer or the Convention Treasurer, or handle the checkbook in the absence of a Literature Distribution Chairperson.

TREASURERS of the Cape/Atlantic Area and the Cape/Atlantic Area Convention committee:

Assist the BOD Treasurer with the financial records of the CAASA and the Convention Committee for the accountant.

SECRETARY:

- a. Shall record minutes, make copies and distribute them at all BOD committee meetings.
- b. Shall keep records and minutes for the year.
- c. Handles all correspondence as directed by the chair.
- d. Shall maintain an active voting member list (copy the actual sign-in sheet) and attach to the minutes.