

**LAASC AREA SERVICE GUIDELINES  
REVISED**

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51 **LAASC AREA SERVICE GUIDELINES**  
52 **REVISED**

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54 **“We must remember that offices have been placed in trust,**  
55 **that we are trusted servants, and that no time do any us govern”**  
56 **Book One, Basic Text Page 61**

57  
58  
59 **INTRODUCTION TO LAASC GUIDELINES**

60  
61 "A Guide to Local Services in Narcotics Anonymous", referred to also as the Guide, is the policy  
62 manual for the Lake Agassiz Area Service Committee of Narcotics Anonymous. Additional  
63 policies are found in other Conference Approved Literature. This document includes only policies  
64 directly related to the LAASC and those inadequately covered in the Guide and other Conference  
65 Approved Literature or not at all.

66  
67 Anytime two or more guidelines seem to be in conflict, the more stringent policy will be followed.  
68 Also, the Parliamentarian can be asked to recommend which policy would best serve the needs  
69 of the Body.

70  
71 The intent of these guidelines is to bring together the experience, strength, and hope of Narcotics  
72 Anonymous worldwide as well as the collective experience of the Lake Agassiz Area Service  
73 Committee over the years.

74  
75 **NAME**

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77 This body is known as the Lake Agassiz Area Service Committee of Narcotics Anonymous or the  
78 LAASC.

79  
80 **THE MONTHLY AREA SERVICE COMMITTEE MEETING**

81  
82 The Lake Agassiz Area Service Committee and all of its policies and practices are created and  
83 maintained during its monthly area service committee meeting as described in “A Guide to Local  
84 Services in Narcotics Anonymous”.

85  
86  
87 See the Section on **“MONTHLY MEETING OF THE LAASC”**.

88  
89 **REVISION OF THESE GUIDELINES**

90  
91 To make changes, additions and/or deletions to any of these guidelines, or to the entire  
92 document, a motion to revise must be written and published for one month in the Minutes before  
93 being discussed in the Sharing Session.

94  
95 **TEMPORARY SUSPENSION OF SPECIFIC GUIDELINES**

96  
97 A motion can be made to suspend a specific guideline for a specified length of time to further the  
98 primary purpose of NA. That motion can be acted on at the monthly meeting where it is proposed  
99 without previous publication in the Minutes. The motion is published in the Minutes with the  
100 voting record on it. The motion is only in effect during the time specified and becomes null and  
101 void automatically. The motion is not debatable, not amendable, and cannot be reconsidered. If  
102 the motion is a violation of any of the 12 Steps, 12 Traditions or 12 Concepts the Chairperson is  
103 responsible for ruling it out of order and the Parliamentarian will be asked to make a  
104 recommendation. See page 105 in the Guide.

107 **TEMPORARY GUIDELINES**

108

109 A. If a matter comes before the LAASC at a monthly meeting which is not covered in these  
110 guidelines, or covered inadequately, the Parliamentarian can offer or be asked to suggest a  
111 temporary solution to allow the ASC Body to get its work done. The solution will be in the form of  
112 a Motion, can be discussed in the Sharing Session and voted on the same day without previous  
113 publication in the Minutes. It is placed in the Minutes like any other motion along with the voting  
114 results. The motion must include the length of time the temporary policy will be in effect.

115

116

117 **PURPOSES**

118

119 A. The LAASC is an Area Service Committee as described in “A Guide to Local Services in  
120 Narcotics Anonymous” in the Chapter titled “The Area Service Committee”. The spiritual  
121 principles relating most directly to the responsibilities of an Area Service Committee are found in  
122 the readings for Concepts 1-3 in the Guide.

123

124

125 **BOUNDARIES**

126

127 The LAASC will serve all NA Groups and Meetings listed on our area meeting list unless a group  
128 informs the LAASC that it belongs to another area or does not wish to be served by the LAASC.  
129 Non-member groups can still list their meetings/groups on the LAASC meeting list. All member  
130 meetings will be served by the committee whether they attend the monthly meetings or not, and  
131 whether or not they make financial donations to the committee. This policy is described in the  
132 closing paragraph in the chapter on The Area Service Committee, in the section on  
133 “Participation”, of the Guide. An NA Group/meeting not listed on the meeting list can fully  
134 participate in all activities of the LAASC. They become a member when they say they are.

135

136 **REGIONAL AFFILIATION**

137

138 This committee chooses to be a voting member of the Upper Midwest Regional Service  
139 Committee. The description of a Regional Service Committee is described in the chapter “The  
140 Regional Service Committee” in the Guide. We will be represented there by our RCM or  
141 Regional Committee Member as described in the Guide and this document.

142

143

144 **LAASC COMPOSITION**

145

146 The area committee is composed of Group Service Representatives of each member group, if  
147 they choose to attend, all elected trusted servants as described in the chapter on the Area  
148 Service Committee, and any NA member who wishes to participate.

149

150

151 **MOTION LOG**

152

153 The Motion Log will include all motions listed in Old and New Business in the Monthly Minutes.  
154 The Secretary will be responsible for updating the Log each month and bringing 2 copies of the  
155 updated Log to each monthly meeting.

156

157

158 **ELECTED TRUSTED SERVANTS**

159

160 A. The Chairperson, Vice Chairperson, Secretary, Treasurer, Parliamentarian, Scribe,  
161 Subcommittee Chairpersons are elected by the GSR'S and serve the Member NA Groups in the

- 162 Area. The Regional Committee Member represents the area at the Regional Service  
163 Conference.
- 164 B. These trusted servants participate, also, in all decision making processes. However, they  
165 do not participate in the final voting procedure.
- 166 C. Elected Trusted Servants are expected to attend all monthly meetings and must be  
167 present for the entire meeting.

168  
169 **NA MEMBERS**

170  
171 Any member of NA present at the monthly meeting of the LAASC, or any meeting of its  
172 committees, can participate fully in all decision making processes. However, only GSRs vote  
173 during Voting. All NA Members present can participate during informal show of hands as needed  
174 during the Sharing Session.

175  
176 **CONFLICT OF OFFICE**

- 177  
178 A. The Chairperson and Vice Chairperson cannot also serve as GSR, not even temporarily.
- 179 B. Since the GSR's represent NA groups and are not elected or terminated by the ASC, a  
180 GSR can choose, if they wish, to serve as GSR and hold an elected position at the Region. The  
181 LAASC has no say in the matter. It is an outside issue.
- 182 C. If a GSR, also serving as elected Trusted Servant, takes over as Chair (see "Line of  
183 Succession") that GSR cannot also serve as GSR during that time.

184  
185 **NA MEMBERS, COMMITTEES AND VOTING RIGHTS**

- 186  
187 A. At the monthly ASC meeting only GSR's can vote.
- 188 B. At Subcommittee meetings any NA member in attendance can vote on all matters.
- 189 C. The Chairperson of the ASC cannot vote at its monthly meeting.

190  
191 **CHECKING ACCOUNTS**

192  
193 The LAASC will open, maintain, and control a checking account for the general expenses of the  
194 LAASC and its subcommittees. A second account will be for the use of the Activities  
195 Subcommittee

196  
197 The 3 signers on the main account will include the Area Chairperson, Area Treasurer and Vice  
198 Chairperson. The Vice Chairperson will only sign in the absence of the Chairperson. The 3  
199 signers on the activities account will include the Area Treasurer, Activities Treasurer, and  
200 Activities Chairperson. The Area Treasurer will only sign in the absence of the Activities  
201 Treasurer.

202  
203 There is to be quarterly audits done the months January, April, July, and October on all LAASC  
204 Checking Accounts. The facilitators of all the audits will be the LAASC Secretary and the LAASC  
205 Parliamentarian If the secretary or parliamentarian serve as a subcommittee treasurer the vice  
206 chair will conduct the audit in their place.

207  
208 Information will be provided to the financial institution according to its policy.

209  
210 All signers must be present for an audit.

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212  
213 **MONTHLY MEETING OF THE LAASC**

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215 The committee will hold a monthly meeting on the third Saturday of each month.

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**SPECIAL MEETINGS**

The Chairperson or Vice Chairperson may call a special business or committee meetings by contacting every member group on the meetings list by phone, e-mail, posting on the regional website, and/or traditional mail. These meetings may include special meetings directed to be held by the executive committee.

**AD HOC SUBCOMMITTEES**

A motion is required to form an Ad Hoc Subcommittee to perform a specific task and be disbanded when the task is completed. A progress report will be submitted to the monthly ASC. The LAASC Chairperson will appoint an Ad-Hoc Chairperson.

**SUBCOMMITTEE AND OTHER AREA MEETINGS**

All meetings of any part of the Area Service Committee and Ad Hoc Subcommittees will follow the policies found in these guidelines.

**MONTHLY MEETING LOCATION**

The location and time of each monthly meeting of the Committee must be published two months in advance in the Area Minutes. Any change in the location will be announced two months in advance, as well as in the minutes and every member group must receive a copy of the minutes.

If no town places a bid to host the monthly meeting, the default location will be Fargo.

**CANCELLATION OF MONTHLY MEETING**

Members traveling will use common sense when traveling in poor weather. Also, if the minutes have not gone out to all the members at least two weeks before the monthly meeting, the meeting may be cancelled. The Chairperson can ask elected trusted servants to gather to do housekeeping business already approved. All those actions will be reported to the groups as mentioned earlier. The Chairperson is responsible for getting this information to all groups at least two weeks before the time of the ASC.

**MOTIONS**

Besides the list below, the only types of motions allowed at the monthly meetings are those described in the Short Form of Robert's Rules in the back of the Guide. At the monthly meeting any NA member present can make a motion. On all motions, a second is required. That second can be made by any NA member. If the Chair or Vice Chair makes a motion or provides the second, she/he must step aside and allow the next in succession to take over while the matter is being discussed during the Sharing Session. All motions must be placed in writing, dated and include intent, by the author and submitted to the Secretary. Once a motion has been made, and a copy given to the Secretary, the motion belongs to the Committee and not the maker. Every motion must be placed in the Sharing Session for discussion and a motion can be amended as group conscience develops.

**ANONYMITY AND LAASC PARTICIPANTS**

There is no anonymity at a service meeting except for the last names of NA members present or named in reports. (Concepts 8, 9, 10, 11)

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## **TERMS OF OFFICE, NOMINATIONS AND ELECTIONS**

On the last page of these guidelines is the ELECTION SCHEDULE for Trusted Servants.

- A. The elected Trusted Servants will each serve a 13 month term. This will allow a new person to have one month to be with the previous trusted servant as a Mentor. The last month of office is to be a mentoring month. The newly elected person will be in charge of the position during the 13<sup>th</sup> month.
- B. A maximum of 5 additional months can be served before the full term or after if the NA Member agrees to serve and a written motion is approved by the Body.
- C. No one can serve for more than 18 months consecutively.
- D. The two RCM's are each elected to a two year term. An RCM cannot serve more than one full term plus 5 months. A motion to allow the Trusted Servant to serve the additional months must be approved by the Body. The additional months can be served in the position of RCM and Alternate RCM
- E. Nominations must be opened two months before the position is actually up and the opening will be published for two months in the minutes.
- F. In the event of a vacated office, nominations must be open at least one month prior to the election, and published in the minutes.
- G. Members who hold regional positions, may also be considered for positions at the area level.

## **MONTHLY MEETING ATTENDANCE**

It is expected all elected trusted servants attend all monthly service meetings and stay for the entire meeting except in exceptional circumstances. Those circumstances will be determined by the trusted servant.

## **REMOVAL OF ELECTED TRUSTED SERVANTS**

Causes for removal of an officer or subcommittee chairperson can include absence from two consecutive business meetings or open forums or failure to fulfill the requirements or duties of office. Any NA member present can sponsor such a motion, a second is required. The reasons will be in the motion and will include specific incidents on specific dates a letter will be prepared by the LAASC Chairperson or other NA member(s) chosen by vote of body, the letter will be approved by a 2/3 vote of the body at a regular monthly meeting, and hand delivered in person. Only the position will be named in the Minutes. The name of the person will only be mentioned in the copy of the letter delivered to the person.

## **LINE OF SUCCESSION**

- A. The line of succession for holding the Chair position in matters for which the Chairperson must step aside is as follows: Chairperson, Vice Chairperson, Treasurer, Hospitals and Institutions Chairperson, Public Information Chairperson and Literature Chairperson. After that list is exhausted a motion must be made. The Parliamentarian, Secretary, and Scribe cannot take over the Chair position for any reason.
- B. For the position of Vice Chairperson, the line of succession is the same.
- C. If the position of Treasurer is unfilled or the Treasurer is unable to temporarily fulfill the duties assigned the Chair and Vice Chair will take over the responsibilities of the Treasurer. xxx.

## **ELIGIBILITY STANDARDS FOR ALL ELECTED TRUSTED SERVANTS**

330  
331 To apply for all elected Trusted Servant Positions, except for Scribe, it is suggested that NA  
332 members must have at least one year clean time. The position of Scribe has no clean time  
333 requirement. Each applicant will provide a Service Resume for publication in the monthly Minutes  
334 at least one month prior to the interview during the Sharing Session and the time of election. The  
335 applicant can put whatever information in that resume the individual feels is appropriate.  
336

## 337 338 **INTERVIEW STANDARDS FOR ALL ELECTED TRUSTED SERVANTS**

339  
340 The goal of the following set of standards is to bring fairness, equality, principles before  
341 personalities and an atmosphere of recovery to the election process. Questions will be limited to  
342 the member's ability to perform the position as described in this guide.  
343

### 344 345 **CHAIRPERSON**

346  
347 The Chairperson has the following responsibilities.

- 348 A. Presiding over the monthly business meetings. Follow the service meeting format for the  
349 monthly meeting.
- 350 B. Be listed at the financial institution as signer on the LAASC checking account. Day to day  
351 basis be a co-signer on all checks in the main account.
- 352 D. Be a resource and assisting all other executive committee members in carrying out their  
353 responsibilities to the area, when such help is requested and personal time and energy allows.
- 354 E. Initiating any necessary correspondence
- 355 F. In all matters under discussion it is the responsibility of the Chairperson to speak when  
356 needed on matters of procedure.
- 357 G. The Chairperson also must step aside immediately without comment any time a  
358 participant challenges a decision of the Chair or makes a motion challenging the decision of the  
359 Chair. She/he will not resume the Chair until the subject matter is completely resolved. Again the  
360 Chairperson must put their name next on the list kept by the scribe.
- 361 H. Must take the time to know these guidelines thoroughly as well as how to find information  
362 in the Guide as needed.
- 363 I. Will maintain an inventory of LAASC business meeting supplies.
- 364 J. Has the responsibility to ask a Member to leave the meeting if the Chair believes that  
365 abusive behavior has occurred. This includes the threat of abusive behavior. The person is  
366 asked to leave the ASC and to may return when the person can communicate in a respectful  
367 manner. After the person is told to leave, the person must leave the building.
- 368 K. If any NA member feels they have been mistreated or harmed by the actions of the Chair  
369 or anyone else at the ASC, the Chair will place a 10th Concept Grievance. The 10th Concept will  
370 be followed.
- 371 M. If a grievance against the Chair is made, the Vice Chair or other person in succession will  
372 fill in for the Chair.
- 373 N. The Chairperson will be present at the all LAASC main account financial audits,  
374 described in these guidelines, to answer the questions of those doing the audit.  
375

### 376 **VICE-CHAIRPERSON**

377  
378 The Vice-chairperson duties shall include:

- 379 A. Be listed at the financial institution as a signer on the main LAASC bank account, but on  
380 a day to day basis will only co-sign checks on the main account in the absence of the  
381 Chairperson.
- 382 B. Keep a list of all topics to be discussed during the Sharing Session.
- 383 C. Presiding over the Sharing Session using the policies spelled out in the meeting format.
- 384 D. Performing the chairperson's duties in the absence of the chairperson..
- 385 E. Staying informed of all subcommittees activities.

- 386 F. Maintaining copies off all LAASC subcommittee chairpersons' responsibilities, goals, and  
387 objectives for easy reference.  
388 G. All Area archives are maintained by the vice-chairperson.  
389 H. Will be present at all main account audits.

390

391 **SCRIBE**

392

393 A. The Scribe sits next to the Chairperson or whoever is in charge of that portion of the  
394 meeting.

395 B. The single duty of the Scribe, at each monthly meeting, is put the name of each person  
396 on a list that raises their hand for any reason. The Chairperson must call on each person in the  
397 order in which they are recorded.

398 C. The only exceptions are persons wishing to make one of the special motions in the Short  
399 Form of Robert's Rules in the Guide. To make such a motion the member must verbally state the  
400 motion he/she wishes to make in addition to raising a hand. The Chairperson must give that  
401 motion preference.

402

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404 **PARLIAMENTARIAN**

405

406 A. The duties of the Parliamentarian shall be to follow the proceedings and make sure that  
407 the policies in the Guide, other Conference Approved Literature, and guidelines are followed.xxx

408 B. In the second role, as Parliamentarian, the person in charge must always recognize the  
409 Parliamentarian, immediately when she/he states "point of order or clarification".

410 C. If a matter before the LAASC at a monthly meeting is not covered in these guidelines, or  
411 covered inadequately, the Parliamentarian can offer or be asked to offer a temporary guideline to  
412 allow the Body to get its work done. The temporary policy will be for a specified length of time.  
413 The Parliamentarian can provide the guidance verbally for discussion or as a written motion. For  
414 the guideline to become permanent it must be published one month in the Minutes, as a Revision  
415 of the Guidelines, before being discussed or voted on.

416 D. The Parliamentarian will also co-facilitate, with the Secretary, the quarterly audits of the  
417 ASC funds and accounts.

418 E. Maintains a motion log of all motions affecting the guidelines.

419 F. Responsible for maintaining an updated guideline with noted changes.

420 G. Keeps 5 copies each of motion log, updated guidelines and Guide to Service at ASC.

421

422

423 **SECRETARY**

424

425 The duties of the Secretary shall be:

426 A. Keeping an updated mailing list of participants of the LAASC

427 B. Distributing the minutes of each LAASC business meeting to all participants no later than  
428 two weeks after the monthly meeting as described in the sections on Quorum. A copy of the  
429 minutes will be sent by regular mail, e-mail or by downloading from the regional website to all NA  
430 Groups listed on the meeting list, NA Groups who have requested a copy of the Minutes, elected  
431 Trusted Servants and any NA Member requesting to be on the mailing list. The Secretary will ask  
432 ask each participant how they want to receive the Minutes. A copy will also be e-mailed to the  
433 World Service Office.

434 C. Create report for the chairperson concerning which groups received Minutes as  
435 described earlier in the sections concerning Quorum.

436 D. Assisting vice-chairperson in maintaining and updating LAASC Motion Log.

437 E. Maintaining an index of motions made at LAASC business meetings.

438 F. Bring to the monthly meeting a copy of the address and email address listings for update,  
439 5 extra copies of the current Minutes, 5 copies of the updated Motion Log, 20 copies of the  
440 Motion Form, 10 copies of GSR Report Form, 5 copies of current Area Guidelines and 5 copies of  
441 "A Guide to Local Services in Narcotics Anonymous".

442 G. Co-facilitate all audits.

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447 **TREASURER**

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449 The primary duty of the Treasurer is to be the point of accountability, to the LAASC each month,  
450 for all the financial guidelines of the LAASC. The Treasurer's monthly report will include an  
451 update on how well all parts of the LAASC are following the financial guidelines in this document  
452 and suggestions for improvement. Other duties include the following.

453 A. Acting as custodian of all LAASC bank accounts

454 B. Help Executive and Subcommittees learn to follow the Financial Guidelines in this  
455 document.

456 C. Presenting a written financial report at each LAASC meeting. Recommendations for  
457 resolution of problem areas will be made.

458 D. It is the responsibility of the Treasurer, each month, to gather the transaction records of  
459 each bank account and ledger account and original receipts as well as perform a monthly audit  
460 comparing expenses, income and budgeted amounts. The results and reimburse expenses.

461 E. Opening and closing all LAASC checking accounts as directed by the LAASC.

462 F. Making ledgers, journals, and other records available to the Secretary and  
463 Parliamentarian for audit on a quarterly basis and be present at all audits to answer questions.

464 F. Being a co-signer on all LAASC checking accounts but not on every check.

465 G. Be the key holder for the LAASC Post Office Box.

466

467 **NOTE:** At the ASC immediately prior to the UMRSC, the ASC Treasurer will determine the  
468 amount to be sent as a donation to the UMRSC based on the balance left beyond our three  
469 month prudent reserve.

470

471

472 **ACTIVITIES TREASURER**

473

474 The primary duty of the Activities Treasurer is to be the point of accountability to the LAASC each  
475 month, for all the financial activities of this committee. Other duties include the following.

476

477 A. Custodian of LAASC Activities Bank Account and records.

478 B. Provide written report to LAASC of the current financial status of the Activities budget  
479 with debits and credits.

480 C. Will maintain a file on events.

481 D. Will attend all quarterly audits.

482 E. Treasurer will not hold any other position on the activities committee but may function as  
483 a member.

484 F. Will attend activities meetings on a regular basis, when not in attendance will be familiar  
485 with the minutes.

486 G. Will attend the ASC.

487

488

489 **REGIONAL COMMITTEE MEMBER 1(RCM)**

490

491 The following duties apply.

492 A. Coordinating the Outreach program within LAASC

493 B. To acquire necessary literature and meet a request for literature; group starter kit to fulfill  
494 outreach.

495 C. Area will reimburse group literature donations.

496 D. Regional committee members are just that: They serve as the core of the regional service  
497 committee, a body which coordinates service forums throughout the region, is responsible for the

498 regional convention, and conducts the regional assembly. The regional committee also serves  
499 year 'round as a contact point between NA world and local services. Detailed information on the  
500 services provided by regional committees can be found later in this guide.  
501 RCMs keep their areas in touch with the larger world of NA by providing information on activities  
502 in neighboring areas, functions being sponsored by the regional committee, reports relevant to  
503 subcommittee affairs, and important issues being discussed at various levels of service.  
504 RCMs should carefully study the reports from their own areas' groups, officers, and subcommittee  
505 chairs so that they can pass their areas' experience on to others at the regional meeting. RCMs  
506 will be more effective contacts between their areas and the regional committee if they take time to  
507 talk personally with other participants in their area committees. That way, they can get a better  
508 idea of what needs and concerns the regional committee should address.  
509 Regional committee members serve two-year terms. Most areas have two RCMs serving at any  
510 one time, one elected in odd-numbered years and the other in even years.

511  
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### 513 **REGIONAL COMMITTEE MEMBER 2(ALT-RCM)**

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515 The duties of the Alternate are to assist the RCM 1 with their duties and be prepared to take over  
516 the position if elected to do so.

517

518 **\*\*\*NOTE: For the purpose of maintaining an area email address, the Executive body and all**  
519 **sub-committee chairs will determine the details of who, in addition to the Secretary, will**  
520 **know the password.**

521

522

### 523 **SUBCOMMITTEES AND AD HOC SUBCOMMITTEES**

524

525 In addition to the policies in the Guide, the following guidelines apply.

526

A. Proposed subcommittees shall function as Ad Hoc committees until they are established  
527 within these bylaws

528

B. Guidelines for LAASC subcommittees shall include Name, Purpose and Need, Functions,  
529 Voting procedures and detailed records of activities to help those that follow to know what has  
530 occurred.

531

532

### 533 **ACTIVITIES SUBCOMMITTEE**

534

A. LAASC will have an Activities sub-committee that is responsible for planning and  
536 facilitating local area fellowship and fundraising events.

537

B. The Activities Sub-Committee will plan and implement the Annual LAA Banquet to be  
538 held on the second Saturday of October.

539

C. A \$500 prudent reserve will be maintained in the LAASC Activities checkbook. After each  
540 event, 40% of generated funds in excess of \$500 will be flushed back to the Area checkbook.

541

Activities can voluntarily flush back more than 40%.

542

D. Will assist area H&I in coordinating an annual H&I Learning Day.

543

544

### 545 **FINANCIAL POLICY**

546

A. The fiscal year begins on the day of the November ASC.

547

B. All sub-committee and executive committee budgets should be submitted at the  
548 September ASC and voted on at the October ASC.

549

550

### 551 **FINANCIAL POLICY ON ANONYMOUS DONATIONS**

552

- 553 A. An individual, NA group or meeting can make a donation to the LAASC and have it  
554 recorded in the Ledger as "Anonymous Donation".
- 555 B. The individual, group or meeting can choose to not mention the donation in its written  
556 report and also not mention it in the verbal report.
- 557 C. The Treasurer records the "Anonymous Donation" in the ledger.
- 558 D. The Treasurer prepares a receipt and on that receipt shows that an "Anonymous  
559 Donation" was made without naming the source.
- 560 E. The Treasurer notes in his/her report the destination of the donation, 7<sup>th</sup> Tradition, HI, PI,  
561 Activities, etc.

## ELECTION SCHEDULE

| Position                   | Nominations open          | Election               | Begin Duties        | Mentor (13 <sup>th</sup> Month) |
|----------------------------|---------------------------|------------------------|---------------------|---------------------------------|
| Pub. Inf.                  | October ASC               | December ASC           | At Close of Dec ASC | Dec ASC to close of Jan ASC     |
| Treasurer                  | November ASC              | January ASC            | At Close of Jan ASC | Jan ASC to close of Feb ASC     |
| Secretary                  | January ASC               | March ASC              | At Close of Mar ASC | Mar ASC to close of Apr ASC     |
| RCM1                       | February ASC of even year | April of even year ASC | At Close of Apr ASC | Apr ASC to close of May ASC     |
| RCM2                       | February ASC of odd year  | April of odd year ASC  | At Close of Apr ASC | Apr ASC to close of May ASC     |
| Literature                 | March ASC                 | May ASC                | At Close of May ASC | May ASC to close of June ASC    |
| Vice Chair                 | April ASC                 | June ASC               | At Close of Jun ASC | Jun ASC to close of July ASC    |
| Hospitals and Institutions | May ASC                   | July ASC               | At Close of Jul ASC | Jul ASC to close of Aug ASC     |
| Scribe                     | June ASC                  | August ASC             | At Close of Aug ASC | Aug ASC to close of Sep ASC     |
| Parliamentarian            | August ASC                | October ASC            | At Close of Oct ASC | Oct ASC to close of Nov ASC     |
| Activities                 | September ASC             | November ASC           | At Close of Nov ASC | Nov ASC to close of Dec ASC     |
| Chair                      | October ASC               | December ASC           | At Close of Dec ASC | Dec ASC to close of Jan ASC     |

