

Southern California Region Elections Assembly

These are two year positions and are open to all members meeting the criteria in the [Southern California Regional Guidelines](#). Please check the [Guide to Local Services](#) for requirements and additional information on all positions.

Our elections assembly is held every (2) two years in the month of October. The next elections will be in 2023.

Current Vacancies While all committees can use additional volunteers, there are current several leadership vacancies that need to be filled with varying levels of urgency:

Chair (filled, listed for reference)

- Facilitates assembly meetings and Regional Service Committee calls
- Prepares agenda for SCR meetings
- Works with subcommittees to ensure regional website and directories and current
- Signatory on regional bank account
- Contact person for new groups

Vice Chair (*position currently vacant-URGENT*)

The vice chair should be willing to become chair at the end of the current chair's term. If the chair is unable to fulfill the position, the vice chair assumes the chair's position for the duration of the term or until an election assembly is held.

- Vice chair is responsible for maintaining a record of SCR motions at RSC and RA meetings

Treasurer (filled, listed for reference)

- Handles region finances and keeps accurate records of all transactions
- Makes disbursements for Regional expenses
- Issues receipts for donations received
- Is a member of the Finance Committee
- Submits reports to the RSC and Regional Assembly including an annual income and expense report to the RSC for budget planning. Presents proposed budget at the Regional Assembly. .

Regional Directory Maintenance (filled, listed for reference)

- volunteer would work closely with the Regional Leadership and Website Committee to update and maintain accuracy of a master group contact list and the Regional directory.

Secretary (filled, listed for reference)

The duties of the Secretary include:

- Attend monthly phone call meeting with other regional officers.
- Prepare minutes from the monthly phone calls and distribute those minutes within 2 weeks from the meeting.
- Attend quarterly regional assemblies with the regional officers and group service representatives. ● Prepare minutes from the quarterly regional assembly and send those minutes to the Regional Chair within 2 weeks from the meeting.
- Represent the SCR in communication with banks and others as an officer of our non-profit organization.
- Assist in the preparation and distribution of emails to the members.
- More information about the duties of a Regional Secretary are included in the [Guide to Local Services](#) and [SCR Guidelines](#)

Subcommittees

We currently have a need for more members on all of our Service Committees. Most of our service committees meet monthly or quarterly via virtual meetings such as Zoom or Skype. Most committees do not require anymore time, energy or skills that you are able to reasonably commit to.

The Narathon (*position currently vacant*). This is an exciting full day event held annually in Southern California with a full-schedule of guest speakers. This is currently a virtual event..

- **Chair** will recruit and lead a team of volunteer Nar-Anon members and group leaders to serve in the various roles for the successful production and execution of Narathon 2021
- 2022 Narathon budget has already been approved by the Assembly.
- Guidelines have already been approved by the Assembly.

Narateen groups, which are part of the Nar-Anon fellowship, are formed to provide support to teenage family members and friends of addicts. A Narateen group is a safe environment where teenagers can share and work on their recovery

- **Vice Chair (filled, listed for reference)**
 - Vice Chair serves for 2 year term and will fulfill the chairs role in the event the chair is unable to or resigns.
 - Attends subcommittee meetings and may suggest items for the meeting agenda.
- **NTTP (filled, listed for reference)**
 - Attends subcommittee meeting and may suggest subcommittee meeting agenda items
 - Maintain and update SCR Narateen Group Facilitator information and Narateen Group information with Nar-Anon World Service.
 - Maintain current information with the background check agency, including setting up account and payment information.
 - Verify funds are available for background checks.
 - Communicate and maintain records between agency(s) and Facilitators for completion of background check process.
 - Act as a liaison between WSC, SCR Nar-Anon, SCR Narateen subcommittee, Facilitators, Narateen members & the fellowship.
 - Securely store records related to Facilitator information and background check results
 - Send completed Facilitator registration forms to WSC (S-333) and update that information annually.

Literature Committee *is currently inactive until the chair position is filled*. Chair will recruit and lead a team of volunteer Nar-Anon members to work on the following two areas:

- Regional work on developing new ideas and new literature for the fellowship
- Coordination with the World Service Literature Committee

Website Committee

- **Chair (filled, listed for reference)**
- Responsible for maintaining the Region website. N
- Notifies the Region of group openings, closures, changes & events. May work with the WS Website to ensure accuracy or post events.

Outreach Committee (*position currently vacant*). Chair will recruit and lead a team of volunteer Nar-Anon members to work on the following:

- While keeping the traditions and principles of our program in mind, this subcommittee acts as a vital link and resource between Nar-Anon and all outside entities. This may include, but not be limited to recovery centers, hospitals, professionals in contact with family and friends of addicts, local agencies, clergy, and the general public who may be seeking help. Members, groups, and committees reach out in an effort to carry the Nar-Anon message to those unaware of the Nar-Anon program.

Group Service Representative (GSR) The GSR is a vital link in the continuing function, growth, and unity of worldwide Nar-Anon. GSRs are elected by their groups for a three-year term. GSRs should be members with experience and stability in the Nar-Anon program and an understanding of the Twelve Traditions and the Twelve Concepts and how they work. It is suggested that each group have an alternate GSR. * A GSR may be an officer of their area. If a GSR holds office at the area level, they may only vote as a GSR. ● Becomes familiar with the Nar-Anon Guides for Local and World Services

- Attends all area meetings and region assemblies, and reports to the group on the proceedings of these events
- Votes their group's conscience at area meetings and region assemblies
- Completes and submits the GSR registration form to the Regional Service Committee (RSC) secretary (a sample form is found on the GLS)
- Brings the group's viewpoint on any situation or problem concerning NarAnon to the area meeting or region assemblies