

# North Pittsburgh Area Trusted Servant Positions

Clean time requirement noted in parentheses. Clean time cannot be waived for bolded positions (money holding); non-bolded positions can have their clean time requirement waived up to 50% (i.e., 1 year clean, can waive to 6 mo. clean time requirement).

**NPASCNA Chair (3 years)**

Secretary (1 year)

**Treasurer (3 years)**

Regional Committee Member (RCM; 3 years)

Alternate RCM (2 years)

H&I Subcommittee Chair (2 years)

Public Relations (PR) Subcommittee Chair (2 years)

**Policy & Administration Subcommittee Chair (2 years)**

**Activities Subcommittee Chair (2 years)**

**Literature Coordinator (2 years)**

**Vice Literature Coordinator (2 years)**

Board of Directors Representative (3 years)

Start to Live Programming Liaison (1 year)

Website Coordinator (1 year)

**Vice Chairperson (2 years)**

Vice Secretary (6 months)

**Vice Treasurer (2 years)**

## Frequently Asked Questions

### *Who can run for a service position?*

- Have a homegroup in the North Pittsburgh Area
- Have a sponsor and work the steps
- Meet the stipulated clean time requirement
- Meet any position-specific requirements or workshops
- Knowledge of the position

Brief descriptions of each positions' duties are provided, but go online or see your GSR for more details ([northpittsburghna.org](http://northpittsburghna.org) > Area Services Resources > NPASCNA Documents and Forms. There are policy and guidelines therein for the area and each subcommittee)

### *Where do I go to be elected/nominated?*

First, you must receive your homegroup's nomination. During a group conscience, your home group can vote to nominate you for the position. At the following area service meeting, your GSR (or alternate GSR) will present the nomination on your home group's behalf. You must be in attendance. Afterwards, the trusted servants will vote on your nomination. If elected, your duties begin at the next area service meeting.

Area Service meetings are generally the last Saturday of the month, outside of holidays. They are at Berkeley Hills Lutheran Church

Current as of November 2018

on Sangree Road. Area service begins at 5pm.

### *When can I get involved?*

If a position is vacant, your homegroup can bring forth a nomination at any area service meeting. This would be considered a mid-term election.

All positions are for one year and positions are open for election at the December Area Service Meeting, which occurs the first week of January (due to the Christmas holiday).

A trusted servant cannot run for more than two consecutive full-terms.

### *How do I know which positions are open?*

See your GSR for a current list of vacant positions. All positions are considered up for election at the December Area Service meeting.

### *What if I don't have the clean time required for a position?*

The clean time requirement for all non-money holding positions can be waived up to 50% with a vote. Meaning - if you have 6 months clean, you could be eligible for a position requiring 1 year clean if you (1) receive a nomination from your home group and (2) the trusted servants vote pass a motion brought forth by your homegroup to waive the cleantime requirement by 50%.

This motion is a one-time motion specific to your nomination and does not change policy. If the group agrees to waive the clean time, they will then vote on your actual nomination. You must also receive enough votes to be elected (simple majority). Agreement to waive cleantime requirement is not akin to being elected.

If waiving clean time is not an option, there are positions at the subcommittee level which have lower clean time requirements. A description of these positions, their requirements and duties, can be found online under NPASCNA Documents and forms within each subcommittee's policy. Those positions do not require homegroup nominations and are voted on at the subcommittee level (not at the area service level).

### *What if I'm not sure that I'm the right fit for a position?*

Come to area service and see what goes on there - anyone can attend area service! That is the best place to see what types of duties you will need to fulfill in the position. It gives you an opportunity to see firsthand how all of this works. Afterwards, you can decide whether or not a position is right for you.

Ask questions!

**ALL trusted servants are expected to attend the monthly area service committee meeting and provide a report to the group  
(except for vice positions should the non-vice counterpart be in attendance)**

**This is an abbreviated list of responsibilities**

<p><b>Chairperson (3 years; money holding)</b> Attend all Area Service and P&amp;A meetings; preside over area service meeting, call it to order, and lead the agenda; put to vote all business brought before the group; co-signer of the committee's account and contracts; fulfill duties of treasurer, and potentially subcommittee chair positions, in their absence; coordinate new GSR orientations; pick up NPASCNA mail</p>	<p><b>Vice Chair (2 years; money holding)</b> Act on behalf of the Chairperson in their absence; attend all Area Service meetings and P&amp;A meetings; fulfill the duties of the secretary and literature coordinator in the absence of another qualified trusted servant; authorized on the literature account</p>
<p><b>Secretary (1 year)</b> Attend all Area service and P&amp;A meetings; keep minutes on all Area service and P&amp;A meetings; type and distribute meeting minutes to the Area; keep a record of all previous proceedings, all subcommittee reports, and archives; maintain record books regarding the guidelines, rules of order, standing rules and minutes and have them on hand at every meeting; prepare an agenda for each meeting; fill the web coordinators' responsibilities in their absence</p>	<p><b>Vice Secretary (6 months)</b> Act as the secretary in their absence; serve as P&amp;A subcommittee secretary; assist secretary in their fulfillment of responsibilities.</p>
<p><b>Treasurer (3 years; money holding; stable income req'd)</b> Attend all area Service meetings; be custodian of committee's funds; make a financial report at each regular meeting; reconcile bank statements monthly and have reconciled statements available at monthly area service meetings; disburse funds in accordance with committee decisions; accept group donations; report group donations quarterly; do not need to be tech-savvy for this position</p>	<p><b>Vice Treasurer (2 years; money holding; stable income req'd)</b> Learning position; fulfill duties of treasurer during their absence and assist treasurer in their fulfillment of duties.</p>
<p><b>Regional Committee Member (3 years)</b> Attend all area and P&amp;A meetings; represent NPASCNA at each Regional meeting; make a report to Area at each meeting covering the business of the previous regional meeting and other applicable regional or world information; nominate individuals for regional positions that were approved by NPASCNA</p>	<p><b>RCM Alternate (2 years)</b> Attend all Area service meetings; act as RCM in absence of RCM; attend regional meetings in the absence of the RCM; attend a minimum of 2 regional meetings with the RCM</p>
<p><b>H&amp;I Subcommittee Chair (2 years)</b> Attend all Area meetings and all Regional H&amp;I subcommittee meetings; preside over monthly H&amp;I subcommittee meetings; coordinate and participate in four yearly H&amp;I Learning events/workshops; prepare a subcommittee report to be delivered at each Area Service; responsible for all correspondence with participating facilities</p>	<p><b>Public Relations Chair (2 years)</b> Attend all area service meetings; attend all regional PR meetings; preside over all monthly PR meetings; coordinate and participate in two yearly PR events/workshops (including helpline); prepare a subcommittee report for each area meeting; responsible for correspondence with participating facilities</p>

<p><b>Policy and Administration Chair (2 years; money holding)</b> Attend all area and P&amp;A meetings; preside over P&amp;A subcommittee meetings; have on-hand all NPASCNA subcommittee guidelines during area meetings; maintain archive of all area business; coordinate workshops and Learning Days; review and update area policies</p>	<p><b>Activities Chair (2 years; money holding)</b> Attend all area meetings; preside over activities subcommittee meetings; coordinate 3 activities annually including summer picnic; submit monthly report to area; submit event budgets for approval; responsible for all monies collected at events; submit final report and costs for all events</p>
<p><b>Literature Coordinator (2 years; money holding; stable income req'd)</b> Attend all area meetings; purchase and pick up literature at Regional office; coordinate and supervise all literature sales at area; provide proceeds to treasurer; report literature income, expenses, and stock balance at each area service meeting; conduct inventory of all literature yearly;</p>	<p><b>Vice Literature Coordinator (2 years; money holding)</b> Attend all Area service meetings; act as literature coordinator in their absence including ordering and picking up literature from the Regional office; assist with literature sales at the area meeting and assist with inventories</p>
<p><b>Board of Directors Representative (3 years)</b> Attend all Area meetings; attend all Regional BOD meetings and represent North Pittsburgh; provide a report to Area following BOD meeting</p>	<p><b>Start to Live Programming Committee Liaison (1 year)</b> Attend all area meetings; represent NPASCNA at the STL Programming subcommittee meetings; report to NPASCNA following the meeting; distribute and collect forms and information as needed for the STL committee.</p>
<p><b>Area Web Coordinator (1 year; 1 PR workshop)</b> Attend all area and PR Subcommittee meetings; update the area website within three (3) days of the ASC (and as needed for meeting changes and updates); provide monthly and yearly report of site traffic, requests for information, and updates; respond to email inquiries from professions, public, and members that request information</p>	