

RD/Relationship with World

Assets

- Consistent participation at world
- PowerPoint presentations to deliver NAWS news
- Effective communication and homegroup/area engagement
- Financially prudent
- Thorough gathering of information

Liabilities (Selected priorities in **bold text**)

- Lack of reporting
- **High cost of participation**
- **Lack of willingness, experience, resources, time availability**

Solutions (In order of priority)

- **High cost of participation**
 1. Continue to weigh cost/benefit
- **Lack of willingness, experience, resources, time availability**
 1. Split position to share responsibilities

Chair

Assets

- Facilitation of meeting
- Familiar with policy
- Strong commitment
- Leadership & decision making

Liabilities (Selected priorities in **bold text**)

- **Lack of CBDM understanding**
- Personal bias
- **Too quick to delegate**
- Lack of mentorship
- Files & archives
- Mail delivery and distribution

Solutions (In order of priority)

- **Lack of CBDM understanding**

1. Provide individual training for Chair & Vice Chair, not group
 2. Purchase CBDM booklet from NAWS
- **Too quick to delegate**
 1. Reevaluate duties of Chair and Vice Chair

Vice-Chair

Assets

- Good training opportunity
- Variety of experiences and tasks
- Positive communication

Liabilities (Selected priorities in **bold** text)

- 4-year commitment
- **Catch all position, can be overwhelming. Poorly defined duties**
- Logistics of scheduling
- **Updating policy**

Solutions (In order of priority)

- **Catch all position, can be overwhelming. Poorly defined duties**
 1. Reevaluate duties of Chair and Vice Chair
 2. Delegate more duties
 3. Elect P&A secretary/policy updater
- **Updating policy**
 1. Maintain electronic copy of policy
 2. See P & A

Secretary

Assets

- Organization
- Minute timeliness
- Timely communication
- Report deadline reminders
- Secretary skills-create minutes successfully

Liabilities (Selected priorities in **bold** text)

- **External reports & service resumes**

- Phone numbers of trusted servants in minutes
- Low clean time requirement
- **Dropped the ball on new attendee packages for new RCMs**
- The printer

Solutions (In order of priority)

- **Difficulty following election procedures**
 1. Chair explain the resume process
 2. Reminder email
 3. Follow policy guidelines
- **Dropped the ball on new attendee packages for new RCMs**
 1. Follow through on distribution

Treasurer I & II

Assets

- Accurate financial reporting
- Annual auditing
- Taxes up to date
- Up to date nonprofit 501c status
- Timely bill pay
- Participation at convention

Liabilities (Selected priorities in **bold** text)

- Difficult position to fill
- 4 year commitment
- **Lack of rotation**
- **Misconception of skill set needed**
- Receiving of invoice consistency
- Receiving donations in personal name

Solutions (In order of priority)

- **Lack of rotation**
 1. Leave the position unfilled
- **Misconception of skill set needed**
 1. Clarify and simplify treasurer qualifications
 2. Include job description in minutes prior to nominations and encourage RCMs to share with the areas

Convention

Assets

- Generates funds
- Celebration of recovery
- Fellowship
- Lots of willingness to serve
- Highly organized chaos

Liabilities (Selected priorities in **bold text**)

- **Audio dispersion**
- Continuity of paperwork/information
- Speaker selection process
- Artwork
- Lack of secretary and loss of details in committee minutes
- **Scheduling of events**
- Food
- Capacity
- Unclear NA message: treatment facilities/recovery coach messages
- Facility disrespect-electronic cigs, litter, etc.
- Registration for convention

Solutions (In order of priority)

- **Audio dispersion**
 1. iTunes
 2. Email
 3. Thumb drives
- **Scheduling of events**
 1. Shorten workshop times
 2. Change times
 3. Expand topics
 4. More workshops in the dead space

PR

Assets

- Paid media presence
- Carry the message

- Point of accountability for PR umbrella
- Regional priority
- Area support
- Attend conferences
- Disbursement of schedules

Liabilities (Selected priorities in **bold text**)

- **Lack of professional engagement**
- Frequent turnover
- Dependence on convention funds
- Lack of consensus in PR strategies from areas
- Bare minimum-could do more
- PR display policy
- Evolution of PR technology and traditions
- **Management of “NA in WV” Facebook group**

Solutions (In order of priority)

- **Lack of professional engagement**
 1. Explore PR handbook suggestions
 2. Discuss in PR subcommittee
 3. More connections between area and regional PR chairs
- **Management of NA in WV Facebook group**
 1. Explore social media presence
 2. Delete the current page

Phoneline

Assets

- Consistent phone number
- Serves its purpose
- Cost effective
- Availability of data
- Phoneline volunteers
- Frequent workshops and consistent messaging
- User-friendly

Liabilities (Selected priorities in **bold text**)

- **Lack of confidence in calls being answered**
- **Inconsistent training and lack of accessibility to materials**

Solutions (In order of priority)

- **Lack of confidence in calls being answered**
 1. Chair verify the phone numbers and schedule
 2. Data report- # of calls, volunteers, etc.
- **Inconsistent training and lack of accessibility to materials**
 1. Add updated training material to the website
 2. Increase awareness of material added to the website

H & I

Assets

- Distributes literature
- Single point of accountability for DOC
- Reaches suffering addict
- Conveys positive message
- Allows members to serve

Liabilities (Selected priorities in **bold text**)

- **Lack of willingness/follow through**
- **Gap in communication with H&I chairs in area and region**

Solutions (In order of priority)

- **Lack of willingness/follow through**
 1. Workshop or meet & greet for H&I chairs
- **Gap in communication with H&I chairs in area and region**
 1. Regional chair reach out to the area chairs
 2. RCM encourage H&I chair to report out during subcommittee

Web Servant/Website

Assets

- Frequent and accurate updates
- BMLT
- Mobile friendly

- Free server space and tech support
- Easy to maintain
- User friendly
- Good communication system

Liabilities (Selected priorities in **bold** text)

- **Lack IT experience**
- **Dependent on another region for server/IT support**
- **Lack of area input on active/inactive meetings**

Solutions(In order of priority)

- **Lack IT experience**
 1. IT training
- **Dependent on another region for server/IT support**
 1. Develop plan B with Richards help
- **Lack of area input on active/inactive meetings**
 1. Have each area check their meeting info during subcommittee
 2. Effective communication
 3. Routinely check meeting info

P & A

Assets

- Reduces procedure disagreements
- Manages policy
- Allows flexibility
- Solves problems

Liabilities (Selected priorities in **bold** text)

- Dumping ground
- Needs another trusted servant
- **Perceived as “laws”**
- **Outdated policy**
- Accessibility

Solutions (In order of priority)

- **Perceived as “laws”**
 1. Include Guidelines in policy title

2. Add disclaimer
- **Outdated policy**
 1. Single point of accountability outside of Vice chair
 2. Follow through
 3. Update policy onsite/immediately

Finance

Assets

- Prudent financial management
- Quarterly reports
- Transparent
- Budgeting
- Fund flow
- Transition to electronic donations
- Works well with the accountant and files taxes
- Tools for communication

Liabilities (Selected priorities in **bold text**)

- **Small prudent reserve**
- Lack of explaining financials
- Poor financial management of prudent reserve
- **Outdated technology**

Solutions (In order of priority)

- **Small prudent reserve**
 1. More info on what RSC costs are, including convention
 2. Increase prudent reserve
- **Outdated technology**
 1. Google sheets/Excel on OneDrive
 2. Buy a computer
 3. Buy software

Relationship with Areas/Homegroups

Assets

- Staying connected as an RSC
- Continued services through pandemic

- Provide support for areas
- Provide insurance
- Considerate of area/homegroup proposals
- Transparency in operations
- Welcoming to new attendees

Liabilities (Selected priorities in **bold text**)

- **Lack of education regarding processes and procedures**
- Lack of participation
- Conflict resolution
- **Forcing solutions**
- Retaining experienced members
- Not making service attractive

Solutions (In order of priority)

- **Lack of education regarding processes and procedures**
 1. Follow through of distributing newcomer packets
 2. Take more time
 3. Attendance rewards (door prizes)
 4. Virtual accessibility
 5. Assigned mentors
 6. Making areas aware of what region offers
 7. Sponsorship challenge
 8. Follow policy
- **Forcing solutions**
 1. Follow policy
 2. Wait a quarter for a solution