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239 SECTION 5: TREASURER

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241 Qualifications:

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243 A. Active for at least one (1) year in the service structure of NA.

244 B. A suggested three (3) years continuous abstinence from all drugs.

245 C. Two (2) year commitment.

246 D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and the  
247 Area Guidelines.

248

249 Responsibilities:

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251 A. To be the custodian of the committee's funds.

252 B. To be a co-signer on the committee's bank account(s).

253 C. To make a report on the receipts and disbursements at each meeting.

254 D. To make a full financial report at the annual KTASC meeting.

255 E. To disburse funds as necessary by check or approved EFT/ACH, in accordance with committee  
256 decisions, when the funds are available.

257 F. To advise the committee of financial obligations.

258 G. To be a P.O. Box key holder.

259 H. To review the operating expenses quarterly and arrive at a monthly average for the quarter, then  
260 establish a new prudent reserve as per Article XII, Section 4.

261 I. To report funds in excess of the prudent reserve at each regular KTASC meeting.

262 J. To complete a Memorandum of Financial Responsibility Form.

263 K. Be account holder for storage facility and P.O. Box.

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265 SECTION 6: ASSISTANT TREASURER

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267 Qualifications:

268

269 A. Active for at least one (1) year in the service structure of NA.

270 B. A suggested two (2) years of continuous abstinence from all drugs.

271 C. One (1) year commitment.

272 D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and the Area  
273 Guidelines.

274

275 Responsibilities:

276

277 A. To assist and/or assume the Treasurer's responsibilities, except for co-signing on the committee's bank  
278 account(s).

279 B. To complete and sign a Memorandum of Financial Responsibility Form.

280 C. To collect donations from the groups and to give a written receipt.

281

282 SECTION 7: REGIONAL COMMITTEE MEMBER (RCM)

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284 Qualifications:

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286 A. Active for at least two (2) years in the service structure of NA.

287 B. A suggested three (3) years of continuous abstinence from all drugs.

288 C. One (1) year commitment.