

Service Opportunities (Open Positions)

Nicotine Anonymous World Services has service positions open for your consideration. Service is a tool of recovery. Serving provides an amazing opportunity to give back to the program that assists in gaining and sustaining freedom from nicotine. Below is an excerpt from *Nicotine Anonymous: The Program and The Tools*.

Service

Carrying the message of freedom from nicotine to nicotine users who still suffer is the basic purpose of our Fellowship. We look for ways to inform people that Nicotine Anonymous is available. However, we remain mindful that this is a program of attraction, not promotion. We do not try to persuade people, only to inform them. Any service, no matter how small, that helps reach a fellow sufferer adds to the quality of our own recovery.

Our presence and sharing our experience, strength and hope at meetings is our most important service in carrying the message. In addition, setting up a meeting room, maintaining literature inventories, welcoming newcomers, posting meeting announcements, doing whatever needs to be done in the group or for Nicotine Anonymous as a whole, gives back what we have so generously been given. We do what we can when we can. We gain as we give and thus learn the value of service as another Tool of our recovery.

Each year, the incoming Active Chairperson of NAWS appoints coordinators to lead all the World Services committees. Although not always possible, our aim is to honor a spirit of rotation and encourage volunteers to step up for a full year.

The service positions currently available are:

- Serving on any of the committees as a trusted servant to continue the work of that committee.
- The Service Structure and Outreach Committees are seeking new members.

The following service positions are currently vacant. Please contact chairperson@nicotine-anonymous.org if interested in filling any of these open positions.

Name/Logo Protection Coordinator

Manages the protection of the Nicotine Anonymous and NicA name, logo, and associated trademarks.

- Educates meeting groups and Intergroups about correct use of the name/logo/trademarks.
- Contacts websites and companies that are using the name/logo/trademarks incorrectly/without permission.
- Keeps NAWS updated as to when trademark renewals are needed, and ensures this information is retained on the NAWS Officer action item list, in coordination with the NAWS Office Manager.

On-Demand / e-Book Publishing Coordinator

Serves to make our books available worldwide as On-Demand and e-Book publications. This is a newly created position. We recommend that this person has some knowledge of publishing, e-Books, and both writing and communication skills in order to interface with the publisher's website. This person will coordinate with our Graphics Design Coordinator and Literature Coordinator.

Public Outreach Coordinator

Responsible for advancing public awareness of Nicotine Anonymous and its resources, including translated literature.

Translations Coordinator

Will work with the Literature Coordinator to continue efforts to have our literature translated into other languages.

Website Coordinator

NAWS is in the process of creating a new website on the WordPress platform. Once created, we need an individual to regularly monitor and update the website as directed by the NAWS Chair. This includes posting new events, taking down past events, and ensure our meeting lists are current in a timely manner. The Website Coordinator will coordinate the work with a web assistant, the office manager, a web site committee (if needed) and manage email addresses for the NAWS accounts.

For more information go to www.nicotine-anonymous.org to read more details in the Policy and Procedures Manual.

Description of Board Positions

The following pages describe the NAWS Officer Board positions. Officers can be nominated throughout the weekend, and will be elected at the Sunday morning Delegates' Business Meeting. The following descriptions come from the Policies & Procedures Manual, which can be found on the NAWS website: www.nicotine-anonymous.org.

Officers are elected for a three-year term. The first year in the "Elect" position. The second year is their "Active" year. And the third year service is in the "Emeritus" position.

If you are interested in serving on the Board, don't hesitate to reach out to any of the current officers who will be happy to discuss their experiences with you.

OFFICERS JOB DESCRIPTIONS

It is suggested that any Officer has a minimum of one year free from nicotine in order to serve on the Board, however this is not a requirement.

In addition to the duties delineated below, officers are expected to regularly check their emails, preferably daily but at least once a week, due to time sensitive issues that might occur between Officer board meetings.

First Year

Chairperson Elect

1. Reports to the Active Chairperson.
2. Contacts both the Committee Coordinators and the Intergroup contact about a month prior to each of the four main Board meetings to receive their quarterly updates to be included in the Board reports. If no report is sent via email, a telephone call would be suggested. The Chairperson Elect reviews the reports and forwards to the Board members about a week prior to the Board meetings. The four main Board meetings are typically held in July, October, January and the Friday afternoon of the conference in April.
3. Acts as the Committee Coordinator liaison, linking the Officers to the Committee Coordinators. The Chairperson Elect distributes any action items relevant to these Coordinators.
4. Acts as the Intergroup liaison, linking the Officers to the Intergroups. Prior to each of the four main Board meetings, an email connection is made to each Intergroup contact to update names and addresses and to learn of any issues of interest and concern that the Officers may address on behalf of the Intergroups. The Intergroups contact list is located on the first page of the quarterly Intergroup report.

5. Reminds Intergroup contacts in early January that a list of delegates is to be submitted to the Secretary Emeritus at least 30 days prior to the annual NAWS Conference.
6. Reviews all the Intergroups' websites once a year (suggested during September) and reports any items of interest or concern at the next Board meeting.
7. Notifies the Committee Coordinators when the Policies and Procedures Manual has been updated and is posted on the website.
8. Maintains a list of action items developed at the six Board meetings and distributes the action list to the Board members and other responsible parties within two weeks. Between Board meetings, the Chairperson Elect can request and/or receive updates regarding the action items and distribute if warranted. The Chairperson Elect distributes the current status of action items two weeks prior to a Board meeting.
9. Notifies the Intergroup contacts when the Policies and Procedures Manual has been updated and is posted on the website.
10. Participates in periodic video-conference meetings with the two other Chairpersons (Active and Emeritus).
11. Work with Active Chair to prepare agenda for post-conference officer's Board meeting.

Treasurer Elect

Serves on the financial committee to learn how to perform the procedures of the accounting of the fellowship's funds. Posts the monthly interest earned on any investment accounts into QuickBooks and reconciles the Savings Account between the bank and QuickBooks.

1. Participates in "Treasurers unite" meetings with the two other Treasurers (Active and Emeritus).

Secretary Elect

1. Maintains and updates the confidential NAWS Directory and will email an updated copy only to those listed whenever changes are made. It is recommended that the updated listing of the new Officers be added as soon as possible after the NAWS Conference, preferably within 30 days.
2. Responsible for maintaining the Policies and Procedures Manual and will incorporate updates as directed by the Board. This updated version will be sent to the Active Chair who will forward it to the Website Coordinator for uploading on the website.
3. Participates in periodic meetings with the two other secretaries (Active and Emeritus).
4. Refer to Section 5, Orientation of New Officers, for tasks at the end of the term.

Second Year

Chairperson (Active)

The Chairperson of Nicotine Anonymous World Services is elected to serve the fellowship by upholding the duties and responsibilities, as well as the limitations of the duties and responsibilities, as stated in the Bylaws of Nicotine Anonymous.

At the Board meeting immediately after the conference, the Chairperson sets the quarterly meeting calendar for the term, subject to the approval of the Officers, and directs the Chairperson Elect to inform all Coordinators of the dates. The Chairperson ensures that the Chairperson Elect receives all Intergroup and Committee Coordinator contact information.

Additional tasks include:

- Appointment of Service Activity Coordinators for the years' service
- Coordination of all Board meetings
- Official correspondence
- Oversight of the functions and activities of the World Services Officers and the service appointees
- Prepare and submit quarterly reports to the Board (and send to editor for inclusion in the *SevenMinutes*) and an annual report to fellowship at WSC
- Send approved minutes + reports (one consolidated PDF) to NicA News Coordinator (for distribution to the fellowship) and the Website Coordinator (for posting on website under Archives).
- Serves as liaison for all items requiring approval by the Traditions committee
- Trains Chairperson Elect throughout the year on all duties
 - At the Friday pre-conference officer's Board meeting, reviews with the Chairperson Elect the agenda items for the post-conference meeting (see section Post-conference Officer's Board meeting in Section 14 "World Services Conference").

The Chairperson monitors all Board members and the Office Manager. The Chairperson asks all Officers to read the Policies & Procedures manual and understand their duties, and encourages the Treasurers and secretaries to meet with their teams regularly.

The Chairperson interacts with the:

1. **Treasurer** – To ensure treasury performance in:
 - a. Maintenance of our financial records on World Services-approved software.
 - b. Reporting:
 - Quarterly reports for Officers:
 - Statement of cash flows
 - Balance sheet
 - Profit and loss comparison
 - Annual report for Officers and conference.
 - c. Tax reporting – Review the following documents two (2) weeks prior to their respective due dates:

- Annual state sales tax return to the State of Texas as the local taxing agency.
 - Annual federal and state income tax returns.
 - Nonprofit information returns.
 - Federal and state quarterly and annual payroll tax returns as necessary.
2. Secretary – To ensure secretarial performance:
- Active Secretary
- a. Records minutes of quarterly Officer Board meetings.
 - b. Distributes draft minutes to Board and meeting attendees in the time prescribed and follows up to have all suggested revisions incorporated and final minutes approved.
- Secretary Elect – Ensures Secretary Elect:
- a. Verifies and distributes updated confidential NAWS Directory only to those listed whenever changes are made.
3. Office Manager – Ensures that the remote office service:
- b. Responds to mail and requests for literature, starter kits and other World Services items, and obtains and coordinates volunteer assistance as needed.
 - c. Coordinates with Literature Coordinator and Print Graphic Designer/Artist for printing masters and makes available to printer and coordinates subsequent printing orders with printer.
 - d. Coordinates printing and shipping needs between the Office Manager and suppliers.
 - e. Makes quarterly reports to the Officers and annual report to the conference.
 - f. Maintains meeting additions, changes, and deletions.

The Chairperson provides oversight to all Service Coordinators to ensure that the duties and responsibilities of that position are being adhered to as specified in the P&P. Below are a few examples of note, but not an exhaustive list:

1. Literature Coordinator – Ensures that the Literature Coordinator:
 - a. Distributes literature proposed for approval to the Officers and the Office Manager
 - b. Approves printing of approved literature and coordinates costs with the Treasurer and Office Manager.
 - c. To ensure that writing and publication of The Book are proceeding and that publication costs are estimated for Treasurer and Officers.
2. Outreach Coordinator – To ensure that Outreach Coordinator coordinates public outreach efforts of Intergroups. To ensure any new or updated outreach material requiring Board approval be done in collaboration with a quorum of Board Officers.

3. SevenMinutes Editor – Coordinates with Editor to distribute the financial reports and a summary of the Officers' quarterly activities. The Chair will also write a quarterly article for Seven Minutes.
4. Traditions Committee Coordinator – Work closely with Coordinator to ensure that all publications are reviewed by the committee.
5. World Services Conference Chairperson – To ensure that World Services Conference Chairperson makes all arrangements for annual conference; coordinates costs with Officers and Treasurer; and creates business agenda of conference to be presented to the Officers. Asks and/or assigns necessary conference tasks such as workshop topics, facilitators, and instruction sheets to be done in a timely manner. It is the responsibility of the Active Chair to ensure the approved disclaimers are mentioned (see conference section).

Treasurer (Active)

Oversees and reviews the books and records of Nicotine Anonymous utilizing *World Services approved software (QuickBooks)* in accordance with general accepted accounting principles.

Provides for the safeguarding of fellowship assets by establishing various bank account limits, transaction limits and/or alerts to be implemented by the bank

Maintains the separation of duties by entering all expenses into QuickBooks and reconciling the checking account monthly. (Note: As the other side of the separation of duties, the Office Manager makes all bank deposits and records all deposits in QuickBooks.)

The Office Manager works with a professional tax preparer to ensure that they have whatever information is needed to pay all taxes due by May 15th of each year. The Treasurer is sent the filing page of the tax form for review and signature which they return to the tax preparer with signature attached for filing.

Provides timely and accurate financial statements to the World Services officers on a quarterly basis and annually to the World Services Conference. (More information is available in the "How to create monthly financial reports" guide which is handed down from the previous Active Treasurer.)

The Treasurer shall:

1. Have access to QuickBooks for review purposes and to work with the Office Manager on an ongoing basis for the orderly conduct of business.
2. Review books on a monthly basis to establish their accuracy.
 - a. Reconcile Bank Accounts with Emeritus and Elect Treasurers during monthly "Treasurers unite" meetings. Office Manager may be part of this meeting – but not required.
 - b. Review accounts payable and accounts receivable for reasonableness.
 - c. Review all expense accounts categories for reasonableness of entries and assignment to the correct category.
3. Coordinate with the Office Manager to pay all fellowship bills in a timely manner.

4. Confirm that the Office Manager performs an annual physical inventory.
5. Coordinate with Office Manager to provide professional tax preparer with all necessary financial statements including but not limited to:
 - a. Prior year end balance sheet
 - b. Prior year profit and loss statement
 - c. CD and savings account interest statements
 - d. And ensure Federal Income Tax form 940 is prepared and filed by IRS due date of May 15 of each year.
6. Professional tax preparer may also file additional forms as necessary such as:
 - a. State Form [CT-RRF-1], Registration/Renewal Fee Report To Attorney General Of State (Charitable Trust Form) *(due April 15, no later than four months and fifteen days after the end of the organization's accounting period)*
 - b. Form 199 State Exempt Organization Annual Information Statement
 - c. State Form [BOE-401-A] State, Local and District Sales and Use Tax Return
 - d. Statement by Domestic Nonprofit Corporation. Pay State Non-Profit Statement annual [\$10.00] fee if required.
 - e. Any other forms for the fellowship as required by federal and state governing bodies.
7. Coordinate with the Office Manager to ensure annual sales tax is filed and paid to proper state comptroller.
8. Coordinate with Office Manager to provide to the Chairperson a copy of all federal and state tax documents two (2) weeks in advance of their due dates.
9. Provide the World Services Officers with quarterly financial statements to include the following:
 - a. Statement of cash flows
 - b. Balance sheet
 - c. Profit and loss comparison
10. Provide the World Services Conference with a calendar year-end report.
11. Provide the Officers with annual financial statements to include a profit and loss, balance sheet, statement of cash flows and a verbal explanation of all significant items.
12. Coordinate with Office Manager to provide the *SevenMinutes* editor with financial summary for each issue.

Secretary (Active)

1. Attends and records the minutes for all Officer Board meetings and the annual NAWS conference delegate business meetings.
2. Writes quarterly "Secretary's report" to be delivered at the Board meetings; this is sent to Chairperson Elect 10 days prior to the Officer Board meeting. This report

would include acceptance of prior minutes, votes taken in between Officer Board meetings, and other pertinent matters.

3. Receives (or requests, if not received) recorded version of Officer's Board meeting from Online Meeting Coordinator to assist with verifying minutes.
4. Within two weeks of the meeting(s), the Secretary distributes draft minutes to all who attended, allowing one week for review and suggested edits.
5. Redistribute revised minutes within a week to all Board Officers so minutes can be approved. The Chairperson will ensure the motion is called and will confirm outcome of vote.
6. Sends final approved minutes and all attachments to Board members, meeting attendees, and all those listed in the NAWS directory. (FYI - The Chairperson will send minutes and attachments to In-reach Coordinator [for distribution to the fellowship via NicA News] and the Website Coordinator [for posting on the website under Archives].)
7. Formally records any motions that happen via email between Officer Board meetings and includes them in the Secretary's report at Officer Board meetings.
8. At the annual NAWS Conference, conducts the roll call for each conference business meeting for purposes of ensuring a quorum (51% of delegates present). Note that only first name and last initial are used during the roll call. The final delegate list is received from the Secretary Emeritus.
9. Acts as a mentor to the Secretary Elect.
10. Ensures incoming Secretary has the template for creating the minutes and other necessary documents to perform their duties.
11. Ensure all important files are backed up securely. (Exact process TBD.)
12. Participates in periodic meetings with the two other Secretaries (Elect and Emeritus).

Third Year

Chairperson Emeritus

1. Serves the Officers in an advisory capacity.
2. Passes on all appropriate and archived records to the Chairperson.
3. Acts as liaison to the literature committee in the processing of new publications.
4. Assists Chairperson Elect in completing the action items list (see section Post-conference Board meeting).
5. Participates in periodic meetings with the two other Chairpersons (Elect and Active).

Treasurer Emeritus

Attends the monthly "Treasurers unite" meeting to reconcile monthly statements.

As needed, assists the Treasurer with the preparation of the quarterly financial statements.

Secretary Emeritus

1. Acts as mentor to Active Secretary.

2. Prepares agendas for Board meetings, if requested by the Active Chairperson.
3. For the annual NAWS Conference:
 - a. Create and maintain the list of conference delegates prior to the annual conference.
 - b. Send out (digital and/or postal) delegate packets at least 30 days prior to a conference, once approved by the Board.
 1. Any proposed changes to the bylaws need to be sent out at least 90 days prior to the conference.
 2. Any proposed changes and/or additions to literature need to be sent out at least 30 days prior to the conference.
 - c. Coordinate with the conference registrar to confirm that all delegates are registered.
 - d. Provides a copy of the final delegate list to the Secretary Elect for the purpose of roll call (only first name, last initial, and email address).
 - e. Provides the final delegate count to the Active Chairperson for the Chair's report.
4. Updates the Conference Guidelines as directed by the Board.
5. Participates in periodic meetings with the two other secretaries (Elect and Active).