

JUST A REMINDER

10/25/78

The next regular meeting of the board will be held on November 4, 1978 at 8:00 P.M. at:

14573 Hawes Street
Whittier, California 90604
Phone: 213/944-2983

The following action should be taken prior to that meeting:

1.) A letter concerning group officer training should be drafted and sent to each area committee.

2.) Consider possible officers for next year.

The following items will be discussed as part of the agenda for that meeting:

1.) Election of Officers

2.) Trustee participation and activity

3.) The World Convention

From our Guidelines

V.

In order to function more effectively, the Board of Trustees of Narcotics Anonymous elects officers.

A. the officers of the Board of Trustees include:

1. the Chairman
2. the Vice-Chairman
3. the Secretary

B. The duties of these officers are:

1. The Chairman of the Board of Trustees:

- a. presides over all Trustee meetings
- b. has such powers and performs such duties as may be required, from time to time, by the Board.
- c. may appoint and define the duties of committees as authorized by the Board.
- d. is elected from, and is a member of, the Board.

2. The Vice-Chairman of the Board of Trustees:

- a. performs all the duties of and has all the powers of the Chairman in his or her absence.
- b. has such powers and performs such duties as may be required, from time to time, by the Board.
- c. is elected from, and is a member of, the Board.

3. The Secretary of the Board of Trustees:

- a. keeps a record of the proceedings of the Board and of the Trustees.
- b. prepares and publishes accurate minutes of the meetings of the Board, within thirty (30) days of such meeting.
- c. is selected because of ability, and need not actually be a member of the Board.

C. These officers are elected by the Board at the final regular Trustee meeting of each calendar year, and serve for the following calendar year.

D. The officers of the Board of Trustees may serve more than one (1) term of office, provided that they are re-elected for each term.