AREA SERVICE COMMITTEE MEETING FORMAT

1. Opening Prayer (Service Prayer or Serenity Prayer)
2. Read Twelve Traditions or Twelve Concepts or Mission Statement
3. Roll Call (Group Service Representatives, Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice-Treasurer, RCM, Alternate RCM, Standing Subcommittee Chairpersons, Ad-Hoc Committee Chairpersons)
4. Secretary's Report *(The Secretary will note any new Meeting Changes, New GSR's and changes that are needed for the previous minutes and then move for the minutes to be accepted, with or without changes)*
5. Administrative Committee Report
6. Chair Report
7. Vice-Chair Report
8. RCM Report
9. Subcommittee's Reports (Public Relations and Activities ~~Literature~~)
10. ~~Read and discuss the Concept that coincides with the numeric month of the year (i.e.: First Concept = January, Second Concept = February, etc.).~~
11. Ad-Hoc Committee's or Other Special Reports (if applicable)
12. Group Reports (GSR's)
13. Treasurer's Report *(Treasurer will go over financial report answering any questions, note any changes and then move for the report to be acr cepted, with or without corrections)*
14. Old Business
15. Nominations and/or Elections (if needed)
16. New Business
17. Open Forum ~~Group problem(s) sharing sessions.~~
18. Literature Store Report
19. Review Calendar ~~business of the day~~
20. Plans for next meeting are discussed
    a. Next meeting Issue Forum topic announced and Chair may appoint a presenter for it.
    b. Ensure no conflict with Holiday or major NA Functions.
    c. Review of items referred to Groups and Nominations necessary for the next meeting.
21. Closing Prayer