

Facilitator and Alternate Facilitator

Requirements

- 8 years continuous clean-time
- Previous service experience in NA at the Area, Regional, or Zonal level
- Ability to lead a meeting and guide the workgroup
- Ability to keep financial and project plan records
- Knowledge of webinar technology, and the ability to conduct electronic meetings.

Facilitator Responsibilities

- Is the single point of accountability and primary contact for the Western States Zonal Forum
- Facilitate all regular meetings of the WSZF
- Set the agenda in writing and make it available to all participants at the meeting
- Co-signer on the checking account
- The Zonal Facilitator will request participation from NAWS as needed
- Will appoint a project leader to any projects agreed to.

Alternate Facilitator Responsibilities

- Keep accurate financial information in a clear and concise manner
- Present complete written and oral report at each zonal meeting
- Prepare copies of bank statements with a written report
- Maintains physical custody of the checkbook, receipts, reports and electronic records of the treasury
- Co-signer on the checking account
- Is responsible for obtaining a tax ID number
- E-mail minutes to zonal participants within 14 days of the close of the zonal meeting.
- Seek regional web servant assistance to keep website and hosting site current.
- Will be nominated to serve as Facilitator