

Policy Chairperson (minimum 5 years clean time and 1 year ASC experience required)

1. Organize the NEFASR committee policy in a coherent manner.
2. Update the NEFASR committee policy with approved changes as necessary and provide copies of updated policy to the NEFASR committee members.
3. Ensure that updated copies of the NEFASR committee policy are provided to the ASC and ASC Policy Chair via the NEFASR Chair.
4. Prepare and present current status reports to the NEFASR committee.
5. Report any conflicts or lack of clarity in the policy, or proposed policy, to the NEFASR committee.
6. Provide explanation, analysis, and/ or recommendations of the policy or proposed policy to the NEFASR committee and provide support and assistance to the NEFASR chair in the event that the ASC requests explanation, analysis, or recommendations of the NEFASR policy.
7. Maintain all minutes of the NEFASR committee meetings.
8. Oversee storage of the archives of the NEFASR committee at the designated storage facility.
9. Adhere to NA world policy on social media and include no personal information including phone numbers and full names in accordance with our 11<sup>th</sup> tradition.