

Vice-Chairperson (minimum 5 years)

1. Serve as liaison to NEFASR site representatives.
2. Take an active role in the direction of the committee, working closely with the chair, and assisting with organizational duties at committee meetings.
3. In the absence of the chair, conduct the NEFASR committee meetings and ensure that all committee responsibilities and projects progress with continuity.
4. Prepare and present current status reports to the NEFASR committee.
5. In the absence of a subcommittee chair, assist subcommittee members as necessary in the completion of their tasks.
6. Serve as a cosigner for the NEFASR checking account.
7. Ensure the NEFASR dates are placed on the NA World services calendar, in the NA newsletter, and on the NEFA and regional NA websites.
8. Attend as many subcommittee meetings as possible.
9. In the absence of the chairperson, attend monthly ASC meetings, unless another subcommittee chair will be attending/ reporting, and submit written reports of all projects and activities of the NEFASR committee including financial information.
10. In the event that the chairperson is unable to complete their term, the vice-chairperson will immediately take on the role of chairperson without needing to be voted in.