

Programming Chairperson (minimum 3 years clean time required)

1. Designate vice-chair and subcommittee members where practical.
2. Prepare and present current status reports to the NEFASR committee.
3. Maintain archives of subcommittee meeting minutes and selected speakers/ chairpersons' information for use of future subcommittee chairs.
4. Speakers/ chairpersons of the main meetings of the NEFASR must be approved by the NEFASR committee. Programming subcommittee chair shall approve all other speakers/ chairpersons for meetings and workshops. The speakers must not have spoken at the last 2 previous NEFASRs. No programming subcommittee members may serve as speakers at the NEFASR. The serenity prayer and/ or third step prayer will be used at the close of all NEFASR meetings and workshops.
5. Prepare the NEFASR schedule including meeting/ workshop times and locations, special events, meals, and all other activities taking place during the NEFASR for approval by the NEFASR committee. Upon approval, reproduce sufficient quantities of programs, and provide them to the registration subcommittee chair.
6. Provide each of the three main speakers one free registration, one free lodging, all meals, and one free NEFASR T-shirt, coordinating as necessary with the merchandise subcommittee and registration subcommittee chairs. Ensure the completion of registration forms for each speaker and provide to the registration subcommittee chair as soon as possible to avoid overbooking.
7. Lodging provided to the three main speakers shall be for the speaker only. Free lodging consists of either camping or a bunk in a general use cabin.
8. The taping company that is chosen to cover the event will receive two free registrations, two free lodgings, and all meals for two people.
9. Speakers for main speaker meetings must have at least 3 years clean time. Speakers for all workshops must have at least 2 years clean time and all secretaries must have at least one year clean time.