

APPENDIX A: ASC TIMELINE SUMMARY

ANNUAL Area Service Committee Calendar of Actions

- (APRIL ASC)** Nominations should be solicited from the groups and the floor in April. Before a group presents a nominee, the nominee must be informed of the qualifications and responsibilities of that position.
- (MAY ASC)** Nominations are to be collected from the ASC floor in May and sent back to the groups for consideration and solicitation. All nominations must be seconded. No one can accept more than one nomination to positions in ASC.
- (JUNE ASC)** All nominations are collected and presented to the ASC floor.
- (JULY ASC)** New nominations for positions that are not closed are presented to the ASC floor in July. Nominees must be present at ASC and also have willingness in writing.
- At the July ASC, collect votes using paper ballots on all possible positions (nominees must be present).
- Newly elected individuals will take over responsibilities at the close of business on that day.
- (AUGUST)** ASC audit - ASC Chair, Secretary, and RCM
- (NOV. ASC)** All changes in subcommittee guidelines to be submitted to the area.
- The Policy chair shall issue updated policy packages once a year
- (JANUARY)** Area Inventory begins at ASC
- (FEB. ASC)** Subcommittees are to submit an annual budget.
- ASC audit - ASC Chair, Secretary, and RCM
- (MARCH)** The ASC will hold a Trusted Servants workshop
- (APRIL ASC)** Nominations should be solicited from the groups and the floor in April. Before a group presents a nominee, the nominee must be informed of the qualifications and responsibilities of that position.
- (MAY ASC)** ASC to be held on the first Sunday instead of the second Sunday (Mother's Day). (030803)
All changes in subcommittee guidelines to be submitted to the area.
- Nominations are to be collected from the ASC floor in May and sent back to the groups for consideration and solicitation. All nominations must be seconded. No one can accept more than one nomination to positions in ASC.
- (JUNE ASC)** All nominations are collected and presented to the ASC floor.
- (JULY ASC)** New nominations for positions that are not closed are presented to the ASC floor in July. Nominees must be present at ASC and also have willingness in writing.
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- Newly elected individuals will take over responsibilities at the close of business on that day.
(note: Check Cards need to be signed at the end of the ASC that day)

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