

NORTHERN CALIFORNIA WORLD SERVICE COMMITTEE

DUTIES AND RESPONSIBILITIES OF BYLAWS AND INSURANCE COORDINATOR

A. DUTIES OF BYLAWS AND INSURANCE COORDINATOR

1. Shall review procedures currently being followed by the NCWSA, calling to the attention of the NCWSA Chairperson any variance between current practices, the NCWSA Bylaws, and the California Corporations Code.
2. Shall annually draft or cause to be drafted for review, discussion and vote by the NCWSA any changes to the Bylaws.
3. Shall review, analyze and make recommendations for the purchase of insurance as authorized by NCWSA.
4. Process all Al-Anon group applications for Certificates of Insurance with the carrier and keep a log of all issued.
5. Shall maintain and help update the Bylaws and NCWSC Guidelines.

B. RESPONSIBILITIES OF BYLAWS AND INSURANCE COORDINATOR

1. Submit a budget annually for the office of Bylaws and Insurance Coordinator.
2. Attend all meetings of NCWSA and NCWSC, and prepare a brief written report, to be distributed at each meeting.
3. Send Chairperson a copy of the current insurance policy when received from Insurance Company.
4. Receive items from NCWSC members for placement in the NCWSC Guidelines Binder. Make all NCWSC members aware of changes in order that they can insert such changes in their NCWSC Guidelines Binder.
5. Submit expense reports for all expenses of coordinator position (travel, supplies, duplicating, etc.) even if the expense will be returned to NCWSA as a donation.