

JANUARY

- All Area SUB's Day - Sun January 14
- RCM's and any other interested members attend the January RSC/WNIR All Subs meeting.
- Announce opening ASC service positions. NOTE: Nominees shall submit a brief Service Resume and shall be present at the February ASC meeting
- Appoint trusted servants to fill any OPEN officer and/or subcommittee positions
- ASC Treasurer & ASC Officers form an Annual Audit Committee of the General Funds (Report due no later than July)
- Treasurer pays annual fee to the US Postal Service for SWASC PO BOX.
- Renew contract for Area & All-Subs venues
- Upon approval, quarterly budgets are issued as follows:
 - ❖ \$ 200.00 to PI
 - ❖ \$ 700.00 to Secretary including Directories
 - ❖ \$ 600.00 to PR
 - ❖ \$ 600.00 Activities quarterly budget
- Local fellowship Events for this month: Freedom Retreat and SOS New Year's Eve Event
- Local fellowship Events for next month: PR Superbowl Party & SOS's Fundraising event
- Solicit nominations for Ad Hoc Committee Chair for upcoming "90 Meetings in 90 Days Meeting -A-Thon"
- Complete anything not accomplished from last month

FEBRUARY

- All Area All SUB's Day - Sun., February 11th
- Complete anything not accomplished from last month
- Appoint trusted servants to fill any OPEN officer and/or subcommittee positions.
- Treasurer submits SWANA Annual Budget to the ASC service body for approval
- Treasurer and 501c3 Ad Hoc Report on current tax situation
- Appoint an Ad Hoc Committee Chair for upcoming "90 Meetings in 90 Days Meeting -A-Thon" which begins in April and ends in July
- Local fellowship Events for this month: PR Superbowl Party & SOS Fundraising event
- Local fellowship Events for next month: Activities &PR; Learning Day, All are invited to attend Clean and Free March 7th-10th
- Officers and subcommittees that receive quarterly budgets from the ASC general funds, prepare to turn in to the Treasurer at March ASC: quarterly financial statements, receipts of expenses, money left from their previous quarterly budget and any income and new quarterly work plan.
- Go over Timeline and Prepare for the March ASC meeting

MARCH

- All Area All SUB's Day - Sun., March 17th
- Complete anything not accomplished from last month
- Appoint trusted servants to fill any OPEN officer and/or subcommittee positions.
- Everybody gets ready for the "90 Meetings in 90 Days Meeting -A-Thon," which starts Saturday, April 7th and ends on Friday, July 5th.
- Treasurer issues \$250.00 quarterly budget to each RCM
- Treasurer sends 50% of (General fund \$\$ - \$2,500.00 (Prudent Reserve)) to WNIR.
(On hold until further notice pending tax situation)
- All ASC Subcommittee Chairpersons shall turn in Quarterly Work Plans for ASC approval
- Officers and subcommittees that receive quarterly budgets from the ASC general funds shall turn in to the Treasurer: quarterly financial statements, receipts of expenses, money left from their previous quarterly budget and any income.
- Local fellowship Events for this month: Activities Clean Karaoke Night
- Local fellowship Events Next month: Sisters of Solution and Freedom Retreat
Fundraiser: 50's Themed Sock Hop/Car Show/Speaker
- Revisit All Subs and ASC Venue
- Go over Timeline and prepare for the April ASC Meeting

APRIL

- All Area All SUB's Day - Sun, April 14th
- RCM's and any other interested members attend the April RSC/WNIR All Sub's meeting
- "90 Meetings in 90 Days Meeting -A-Thon" starts on Sat., April 7th
- Announce opening ASC service positions. NOTE: Nominees shall submit a brief service resume and shall be present at the May ASC meeting
- Appoint trusted servants to fill any OPEN officer and/or subcommittee positions
- Secretary gives updated SWANA information to NAWS and WNIR
- Upon approval, subcommittee quarterly budgets are issued as follows:
 - ❖ \$ 200.00 to PI
 - ❖ \$ 700.00 to Secretary including Directories
 - ❖ \$ 600.00 to PR
 - ❖ \$ 600.00 Activities quarterly budget
- Local fellowship Events this month: Sisters of Solution and Freedom Retreats 50's themed Sock Hop Car Show and Speaker
- Local fellowship Events for next month: Freedom Retreat Fundraiser
- Complete anything not accomplished from last month
- Go over Timeline and Prepare for the May ASC meeting

MAY

- All Area All SUB's Day - Sun., May 19th
- Appoint trusted servants to fill any OPEN officer and/or subcommittee positions.
- "90 Meetings in 90 Days Meeting -A-Thon" continues
- Treasurer and 501c3 Ad Hoc Report on current tax situation
- Officers and subcommittees that receive quarterly budgets from the ASC general funds, prepare to turn in to the Treasurer at June ASC: quarterly financial statements, receipts of expenses, money left from their previous quarterly budget and any income and new quarterly work plan.
- Local fellowship Events for this month: Freedom Retreat Fundraiser and Lewis River Campground Workday
- Local fellowship Events for next month: SOS Fundraiser
- Complete anything not accomplished from last month
- Go over Timeline and Prepare for the June ASC meeting

JUNE

- All Area All SUB's Day Sun., Jun 9th.
- "90 Meetings in 90 Days Meeting -A-Thon" continues
- Appoint trusted servants to fill any OPEN officer and/or subcommittee positions.
- Treasurer issues \$250.00 quarterly budget to each RCM
- Treasurer sends 50% of (General fund \$\$ - \$2,500.00 (Prudent Reserve)) to WNIR. (On hold until further notice pending review of tax situation)
- Officers and subcommittees that receive quarterly budgets from the ASC general funds shall turn in to the Treasurer: quarterly financial statements, receipts of expenses, money left from their previous quarterly budget and any income
- All ASC subcommittee chairpersons shall turn in Quarterly Work Plans
- Local fellowship Events for this month: Sisters of Solution Fundraiser
- Local fellowship Events for next month: Sisters of Solution Campout
- Appointed Ad Hoc Committee Chair for "90 Meetings in 90 Days Meeting -A-Thon" turns in sponsor sheets and money collected to Treasurer at August ASC. "90 Meetings in 90 Days Meeting -A-Thon" concludes July 5th

JULY

- All Area All SUB's Day - Sun, July 14th.
- RCM's and any other interested members attend the RSC/WNIR All Sub's meeting.
- Appointed Ad Hoc Committee Chair for "90 Meetings in 90 Days Meeting -A-Thon" schedules to collect sponsor sheets and money from marathon participants to be turned into ASC Treasurer at August ASC
- Announce opening ASC service positions. NOTE: Nominees shall submit a brief Service Resume and shall be present at the August ASC meeting
- Renew contract for Area & All-Subs venues
- Secretary distributes current log of policy actions ("Major Motions List" to be added to July minutes)
- Secretary gives updated SWANA information to NAWs and WNIRSC
- Upon approval, subcommittee quarterly budgets are issued as follows:
 - ❖ \$ 200.00 to PI
 - ❖ \$ 700.00 to Secretary including Directories
 - ❖ \$ 600.00 to PR
 - ❖ \$ 600.00 Activities quarterly budget
- ASC Treasurer reports on annual audit of General Fund
- Complete anything not accomplished from last month.
- Prepare for the August ASC meeting
- Local fellowship events for this month: Sisters of Solution Campout, Activities 4th of July Picnic
- Local Fellowship events for next month: All are invited to attend the Annual SWANA Freedom Retreat date:

AUGUST

- All Area All SUB's Day - Sun., August 18th
- Appoint trusted servants to fill any OPEN officer and/or subcommittee positions.
- Announce annual Elections, GSRs bring nominations in September for Elections in October.
 - Nominations for Chair, Vice-Chair, Secretary I & II, Hospitalities Chair, Activities Chair, Literature Chair, SOS Chair
 - (Odd Years) Treasurers, Guidelines Coordinator
 - (Even Years) RCMS I & II, C&E
- Nominations for Freedom Retreat Chair in September
- Officers and subcommittees that receive quarterly budgets from the ASC general funds, prepare to turn in to the Treasurer at September ASC: quarterly financial statements, receipts of expenses, money left from their previous quarterly budget and any income and new quarterly work plan.
- Freedom Retreat Treasurer prepares to turn over donation minus prudent reserve and

expenses still needing payment to ASC Treasurer and brings next year's appointed chair to Area in September

- SOS Treasurer prepares to turn over donation minus prudent reserve and expenses still needing payment to ASC Treasurer and brings next year's appointed chair to Area in September
- Appointed Ad Hoc Committee Chair for "90 Meetings in 90 Days Meeting -A-Thon" turns sponsor sheets and money collected into ASC Treasurer
- Local fellowship Events for next month: OPEN
- Local fellowship Events for this month: Freedom Retreat
- Complete anything not accomplished from last month.
- Prepare for the September ASC meeting.

SEPTEMBER

- All Area All SUB's Day - Sept 8th
- Nominations for Chair, Vice-Chair, Secretary I & II, Hospitalities Chair, Activities Chair, Literature Chair, SOS Chair
(Odd Years) Treasurers, Guidelines Coordinator
(Even Years) RCMS I & II, C&E
- Nominations for Freedom Retreat Chair
- GSRs announce nominations at homegroups for elections in October
- Officers and subcommittees that receive quarterly budgets from the ASC general funds shall turn in to the Treasurer: quarterly financial statements, receipts of expenses, money left from their previous quarterly budget and any income
- All ASC subcommittee chairpersons shall turn in Quarterly Work Plans.
- Treasurer issues \$250.00 quarterly budget to each RCM.
- Treasurer sends 50% of (General fund \$\$ - \$2,500.00 (Prudent Reserve)) to WNIR. (On hold until further notice pending tax situation)

- Freedom Retreat Treasurer turns in donation minus prudent reserve and expenses still needing payment to ASC Treasurer, and announce next year's nominations for chair to Area
- SOS Treasurer turns over donation minus prudent reserve and expenses still needing payment to ASC Treasurer and announce next year's nominations for chair to Area
- Local fellowship Events for this month: All are invited to attend the *SWANA Freedom Retreat Annual Picnic*, date ____ (TBA).
- Local fellowship Events for next month: PR Harvest event
- Complete anything not accomplished from last month.
- Go over Timeline and prepare for the October ASC Meeting.

OCTOBER

- All Area All SUB's Day - Sun., October 13th.
- RCM's and any other interested members attend the October RSC/WNIR All Sub's meeting
- Review Activities calendar for the upcoming year
- Appoint trusted servants to fill any OPEN officer and/or subcommittee positions.
- Secretary submits a current log of policy actions ("Major Motions List") by adding a copy into the October minutes.
 - Elections for Chair, Vice-Chair, Secretary I & II, Hospitalities Chair, Activities Chair, Literature Chair, SOS Chair, Freedom Retreat Chair
(Odd Years) Treasurers, Guidelines Coordinator
(Even Years) RCMS I & II, C&E
- Local fellowship Events for this month: PR Harvest event and all are invited to attend the *SWANA Freedom Retreat Annual Picnic*,
- Local fellowship Events for next month: Thanksgiving Marathon
- Upon approval, quarterly budgets are issued as follows:
 - ❖ \$ 200.00 to PI
 - ❖ \$ 700.00 to Secretary including Directories
 - ❖ \$ 600.00 to PR
 - ❖ \$ 600.00 Activities quarterly budget
- Complete anything not accomplished from last month.
- Go over Timeline and prepare for the November ASC Meeting

NOVEMBER

- All Area All SUB's Day - Sun., November 10th.
- GSR's take nominations for OPEN ASC service positions back to their groups.
<Announce current openings>
- Appoint trusted servants to fill any OPEN officer and/or subcommittee positions
- SWASC Chairperson starts work on a SWASC 2025 Timeline
- Treasurer and 501c3 Ad Hoc report on current tax situation
- Treasurer prepares to conduct an Annual Audit before the December ASC meeting
- Treasurer turns over treasury archives and ASC checkbook to the newly elected Treasurer
- Local fellowship Events for next month: Activities Holiday event and Christmas Marathon
- Local fellowship Events for this month: PR Harvest event
- Complete anything not accomplished from last month
- All are invited to attend WSLD PI/H&I Learning Days, date;
- Go over Timeline and prepare for the December ASC Meeting

DECEMBER

- All Area All SUB's Day - Sun., December 8th.
- Appoint trusted servants to fill any OPEN officer and/or subcommittee positions.
- GSR's take nominations for OPEN ASC service positions back to their groups.
<Announce current openings>
- Officers and subcommittees that receive quarterly budgets from the ASC general funds, shall turn in to the Treasurer: quarterly financial statements, receipts of expenses, money left from their previous quarterly budget and any income.
- All ASC subcommittee chairpersons shall turn in Quarterly Work Plans.
- Treasurer issues \$250.00 quarterly budget to each RCM.
- Treasurer sends 50% of (General fund \$\$ - \$2,500.00 (Prudent Reserve)) to WNIR.
(On hold until further notice pending review of tax situation)
- Chairperson presents a SWASC Timeline for next year.
- Local fellowship Events for next month: Freedom Retreat New Year's event
- Local fellowship Events for this month: Activities Holiday event and Christmas Marathon
- Complete anything not accomplished from last month.
- Go over Timeline and prepare for the January ASC Meeting
- Before the January ASC: 1) Chairperson and RCM account for area archives, keys, etc.
2) Ensure that the area bank account information and signatures are current.