

Officer / Subcommittee Report

If the personal information regarding yourself has changed, please get a Personal Information Form from the Secretary to record the changes. If the change is small, such as a changed telephone number, feel free to scrawl it somewhere on this report along with a note to the secretary so that it does not get overlooked (Ex: Hey!!! Hey!!! Mr. or Mz. Secretary, my phone number has changed to (555) 555-5555!). Thanks!

Date:

Primary Purpose. Use the following space to describe the actions of any NA group, committee, assembly, gathering, crowd, bunch or gaggle that you felt contributed to our primary purpose of helping the addict who still suffers:

Calendar (Description, Date, Time, Place of Meeting):

Announcements:

General Report (use back or a separate page if necessary):

Quarterly Report for Subcommittee Chairs. If the area meeting that this form is to be turned in to falls on the month of February, May, August or November, please take a few minutes to jot down some of the projects your committee will be working on along with an estimate of the expenses you will incur. After you have read from this document and submitted it to the Secretary, this portion will be detached and submitted to the Treasurer.