

OK Region Intent to Fill August 9, 2026 Meeting

**Co-Treasurer - Alternate Delegate 2 (A2D2) –
Media Coordinator – Fellowship Development Coordinator - Web Contact –
Probation and Parole Rack Coordinator**

Co-Treasurer - Five years NA clean time

- Suggested service at the regional level and/or follow the treasurer for a year, as training is suggested and helpful
- Basic understanding of accounting principles and forms requested by the OKRSC (i.e., actual bank statements, printable check registers, and reconciliations to the actual bank statements)
- Attend all OKRSC Meetings
- Be a member of the OKNA, Inc. Board.
- Serves a 2-year term
- The Co-treasurer would only have a vote at the OKRSC if the treasurer were absent

B) Duties

- Co-Custodian of the OKRSC bank account and responsible for handling the
- OKRSC's financial responsibilities. Helping keep an accurate ledger of all financial transactions.
- Assist in depositing all funds within 5 business days.
- Pays OKRSC rents and other financial obligations as directed by the
- OKRSC if the treasurer is unavailable
- Assist in preparing an Annual Financial Statement.
- Is a Signer on the OKRSC bank account.
- Assist in Disbursing funds as directed by the OKRSC.
- Assist in maintaining all local, state, and federal sales and income tax reports and payments on behalf of the OKRSC.
- Assist in reports and maintaining records of the OKRSC insurance policies. Assist groups and events with receiving documentation as needed.
- Assist the treasurer in assisting the Facilitator and Secretary with the general correspondence of the OKRSC
- Assist in submitting a financial report at every OKRSC meeting.
- Assist in maintaining any electronic payment devices (i.e. PayPal, Square, Cash App, etc.)
- Assist in ensuring OKNA, Inc. maintains financial documents to maintain 501(3)c status
- including:

i) Manage annual federal and state submissions.

- Assist in maintaining and checking on a regular basis the OKRSC post office box
- Assist in maintaining and paying for storage units at the location requested by the OKRSC and the current archivist

- Assist the treasurer in proofreading and executing contracts for OKRSC and/or any OKRSC Subcommittee. Verify with the appropriate committee chair if errors or financial feasibility are found
- The Co-treasurer would only have a vote if the treasurer were absent.
- Note: This position involves helping the treasurer with the workload, along with learning the procedures required by the OKRSC. As federal and state requirements increase, along with the 501(c) designation's requirement for more detailed information, the Co-Treasurer position is increasingly important and necessary

Alternate Delegate 2 (A2D2) (3-year term) – 3-year clean time requirement (could result in 9 year commitment)

- The willingness to become the Alternate Delegate, and then the Regional Delegate, following approvals by the region.
- Suggested previous service experience at the regional level.
- The willingness and ability to attend the WSC if the current RD or AD cannot, PSZF, MZSS, GSA, and other events that the OKRSC approves.
- Attend all OKRSC Meetings
- B) Duties
- In the absence of the RD, the alternate shall perform the duties of the RD and the A2D2 would perform the duties of the AD. If for unforeseen reasons, the current RD or AD cannot attend the WSC, they may serve as the AD at the WSC and if needed for relief, vote in the RD's place.
- Works with the current RD and AD to submit a Delegate Team report to the OKRSC to include current activities, PSZF, and NAWS and WB information.
- Assists RD and AD in preparation of report to the WSC on activities of the RSC.
- Serve as a trusted servant on the General Service Assembly Committee. This event should be a collaborative effort of the AD, A2D2, plus other Regional trusted servants, and all RCMs.

Media Coordinator (1-year term) 2-year clean time requirement

- Service experience at the regional level.
- Experience with Zoom and related equipment is needed to provide effective hybrid meetings.
- Serve as an active member of the current event subcommittee.
- Pack, store and transport equipment for all OK Region Business meetings and other Region events requiring a hybrid option in-person.
- Arrive early to complete the setup of equipment and Zoom link at least 5 minutes before the meeting starts.
- Host hybrid/virtual components during all meetings, including alerting Facilitator of any chat.
- Manage camera for Zoom callers to see speakers in the room.

FD Coordinator (2-year term) – 4-year clean time requirement

- Suggested service experience at the regional level.
- Attend all Fellowship Development and OKRSC Meetings
- Sets agenda, facilitates, and coordinates Fellowship Development meetings
- Appoints a chairperson and workgroup members as needed
- Submits a report to the OKRSC of his/her activities
- Coordinate service-based workshop to be held during each regional event (OKRCNA, Clean & Crazy, and FSR).
- Coordinate an annual project in each Area, each year related to H&I, PR, Outreach, or Literature, with a budget of \$500 per project.

Web Contact (2-year term) – 5-year clean time requirement

- Suggested service experience at the regional level.
- Attend all OKRSC Meetings

- Update the OK Region website, including but not limited to, OKRSC trusted lists, minutes, calendar items, meeting schedules, upcoming events, links, etc.
- Coordinate and collaborate with Area website contacts who have access to the OK Region domain to ensure the integrity and accuracy of website content
- Communicate and coordinate with any other NA websites as needed to provide current links and information about Narcotics Anonymous
- Maintain email contact of OKRSC trusted servants and link to OKRSC email.
- Forward or reply to any incoming emails addressed to the OKRSC
- Submits a report to the OKRSC of his/her activities

Probation and Parole IP Rack Coordinator (Elected in the FD Committee) – 2-year clean time requirement

- **Probation & Parole Informational Pamphlet Project**
- **Coordinator Responsibilities**
- **Oklahoma City & Tulsa Offices**
 - Contact **monthly** (call or visit)
 - Restock as needed
 - Suggested stock:
 - 10–15 pamphlets per pocket
 - Current meeting schedules
- **All Other Offices**
- Contact every **4 months**
 - Ask about:
 - Literature levels
 - Need for updated schedules
 - Arrange delivery of materials
 - Match each office with the correct Area meeting schedule
- **The coordinator may:**
 - Handle all calls and mailings personally **or**
 - Set up teams to help (for example: one team per Area)
 - Example:
 - A team contacts Eastern Area offices
 - All requests are sent back to the coordinator
- **Inventory and Materials**
 - Maintain a supply of pamphlets (IPs)
 - Print meeting schedules as needed for both Areas
 - Prepare and send out mailings

For more information, contact De L., OK Region Facilitator,
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