

## **Transition Team "To-Do" List**

As compiled by Team meeting in Milwaukee  
September 20 – 22, 2011

- Create a new organization structure with an easy to understand visual presentation
- Online communication vehicle
  - Schedule for team
  - Communication with churches
    - NA website
    - Minutes from meetings (reviewed by chair)
    - YRD mailing
    - All docs presented
    - Contact info of team members
    - Timeline
    - You Tube Videos
    - Occasional Email Updates
    - Congregationalist articles
- Needs assessment from current Divisions, Commissions, EC
  - Budget conversation
- Design decision making process alongside new structure
- Re-develop nomination process
- Web presence for transition team
- Define Meeting styles
- Sub – Committee work:
  - YRD = Thank you letter for new recruits
    - Continued contact with churches
    - Create education resources for YRDs
  - Service Delivery = Defining levels of service in writing
    - Discerning which services apply to which levels
    - Work with Betsey re: process for Level 3 services
  - Structure Re-Org = Create and define a new NA organizational structure for full team discussion
- For Annual Meeting, 2012:
  - Present a new organizational structure ready to implement with staff and appointed volunteers in place
  - Present a new nomination strategy
  - Demonstrate a “pilot team”
  - 100% of churches contacted regarding YRD selection