

# **SERVICE MATERIAL BOOK**

## Table of Contents

### SECTION 1

Duties for Elected Officers  
Duties for Appointed Area Positions  
Guidelines for Standing Committees  
How We Conduct Business

### SECTION 2

Election Procedures  
Resumé Form

### SECTION 3

GSR Handbook

### SECTION 4

Assembly Guidelines  
Assembly Bid Form

### SECTION 5

Compilation of Past Area Actions

### SECTION 6

Past Delegate List  
CNIA History  
NCCAA History