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## SacFNA ASC Administrative Contact List

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The SacFNA-ASC **Administrative Officers** (Admin) shall be defined as the **Chairperson, Vice Chairperson, Administrative Assistant, Treasurer, Policy and Procedures Person, Regional Committee Members (2) and the Public Relations Coordinator.**

- **ASC Chair** [chair.sacfna@gmail.com](mailto:chair.sacfna@gmail.com)
- **ASC Vice Chair** [vicechair.sacfna@gmail.com](mailto:vicechair.sacfna@gmail.com)
- **Admin Assistant** [adm.assist.sacfna@gmail.com](mailto:adm.assist.sacfna@gmail.com)
- **Treasurer** [treasurer.sacfna@gmail.com](mailto:treasurer.sacfna@gmail.com)
- **Policy & Procedure** [policyprocedure.sacfna@gmail.com](mailto:policyprocedure.sacfna@gmail.com)
- **Senior RCM** [rcm.sr.sacfna@gmail.com](mailto:rcm.sr.sacfna@gmail.com)
- **Junior RCM** [rcm.jr.sacfna@gmail.com](mailto:rcm.jr.sacfna@gmail.com)
- **Public Relations** [pr.sacfna@gmail.com](mailto:pr.sacfna@gmail.com)

In addition to the **Administrative Officers**, the **Admin Team** will include an **Assistant Treasurer, a Literature Coordinator, an Assistant Literature Coordinator and any Task Group Leaders / Working Group Coordinators** currently serving the **SacFNA-ASC.**

### **Core Administrative Tasks** (Coordinated and reported on by the ASC Chairperson)

- **Literature** [literature.sacfna@gmail.com](mailto:literature.sacfna@gmail.com)
- **Assistant Literature** [assist.literature.sacfna@gmail.com](mailto:assist.literature.sacfna@gmail.com)
- **Assistant Treasurer** [assist.treasurer.sacfna@gmail.com](mailto:assist.treasurer.sacfna@gmail.com)
- **Schedules Coordinator** [schedules.sacfna@gmail.com](mailto:schedules.sacfna@gmail.com)
- **Web Master** [webservant.sacfna@gmail.com](mailto:webservant.sacfna@gmail.com)
- **Volunteer Coordinator** [vc.sacfna@gmail.com](mailto:vc.sacfna@gmail.com)

### **Fellowship/Internal Tasks** (Coordinated and reported on by the ASC Vice Chairperson)

- **Activities** [activities.sacfna@gmail.com](mailto:activities.sacfna@gmail.com)
- **Outreach Task Leader** [outreach.sacfna@gmail.com](mailto:outreach.sacfna@gmail.com)
- **Unity Day Task Leader** [unityday.sacfna@gmail.com](mailto:unityday.sacfna@gmail.com)

### **Public Relations (PR)/External Tasks** (Coordinated and reported on by the Public Relations Coordinator)

- **H & I Task Leader** [h.i.sacfna@gmail.com](mailto:h.i.sacfna@gmail.com)
- **Phoneline Coordinator** [phoneline.sacfna@gmail.com](mailto:phoneline.sacfna@gmail.com)
- **PR Postering** [postering.pr.sacfna@gmail.com](mailto:postering.pr.sacfna@gmail.com)
- **PR Schools Presentations** [schools.pr.sacfna@gmail.com](mailto:schools.pr.sacfna@gmail.com)
- **PR Community/HealthFairs** [booths.pr.sacfna@gmail.com](mailto:booths.pr.sacfna@gmail.com)