



**Narcotics Anonymous
Santa Cruz Surf Camp Sub-Committee
PO Box 5143,
Santa Cruz, California, 95063
SUB-COMMITTEE GUIDELINES**

I. Purpose:

The Santa Cruz Surf Camp sub-committee is responsible for all aspects of the annual SURF CAMP campout and other committee-decided functions. The Santa Cruz Surf Camp Sub-Committee's purpose is to provide multi-area, **Surf** events for the purpose of carrying the message of recovery.

II. Organization:

The SURF CAMP Sub-Committee is a subcommittee of the Santa Cruz Narcotics Anonymous Area Service Committee (ASC). Therefore, it is accountable to the Santa Cruz ASC and the fellowship of NA as a whole.

- A) The SURF CAMP Committee of Santa Cruz (the Committee) will be responsible for the organization of area-sponsored surf events. Registration, entertainment, merchandise and funds shall remain the responsibility of the Committee.
- B) Membership: Clean time requirement for Committee membership is 24 hours. A person must attend two (2) consecutive meetings in order to qualify as a voting member. To maintain active voting membership a member may not miss two (2) consecutive meetings without contacting the body.
- C) Officers: The elected officers of the Committee shall consist of Chairperson, Vice Chairperson, Secretary, Treasurer, Registration Coordinator, Merchandising Coordinator, Information Coordinator, Meeting Coordinator, Surf Ambassador, Food & Beverage Coordinator. All officers will be elected from standing committee members. Officers missing two (2) consecutive meetings may be replaced at the third meeting by a majority vote.

III. QUALIFICATIONS AND DUTIES OF OFFICERS

A. Chairperson: Minimum of two (2) years clean time and suggested previous participation on the SURF CAMP Committee. Duties include: arranging agenda, conducting regular meetings, coordinating committee functions. Attends SCASC meetings every month with a progress report and financial report, which includes monthly bank statements, balance sheets and check book reconciliation.

B. Vice Chairperson: Minimum of two (2) years clean time. Suggested previous participation on the SURF CAMP Committee. Duties include: performing the duties of the chairperson in their absence. Coordinates SURF CAMP Campout scheduled activities, co-signs bank account, oversees on-site ticket sales, and where necessary, performs other duties as assigned by Chairperson or committee. Suggested attendance at SCASC monthly meetings.

C. Secretary: Minimum of six (6) months clean time. Duties include: Keeping minutes of all SURF CAMP Committee meetings, maintaining accurate records of committee level decisions. Records minutes at each meeting and uploads minutes to Google Drive. Maintains and distributes (via Google drive) current phone lists of committee members and is responsible for proper storage of archives at the completion of term. Maintains committee email at : SCNASurfCamp@gmail.com

D. Treasurer: Minimum of two (2) years clean time and gainfully employed. Ability to maintain a checking ledger. Duties include: maintaining PO box key; maintaining SURF CAMP bank account; co-signing all checks; keeping accurate financial records, paying all approved expenses ,reporting monthly financial status of SURF CAMP funds, maintaining balance sheet, providing oversight and general supervision of all SURF CAMP monthly financial reports to be included in the monthly SURF CAMP ASC report.

E. Registration Coordinator: Minimum of two (2) years clean time. Duties include: coordinating committee members willing to assist with and overseeing all aspects of registration; processing insurance requests for events through NCRSO; securing campsites. Submits a monthly report detailing registration status, assignments and disputes.

F. Merchandising Coordinator: Minimum of two (2) years clean time. Duties include: coordinating committee members interested in assisting with merchandising duties; coordinating purchases with the treasurer; ordering and maintaining an inventory of merchandise. Merchandising Coordinator may delegate responsibilities to committee members at NA functions and events. Responsible for key to storage locker (if one is currently maintained) and keeping storage locker organized.

G. Information Coordinator: Minimum of one (1) year clean time. Duties include: Creating flyers and public relations materials; ensuring that the created materials are disseminated.

H. Meeting Coordinator: Minimum of one (1) year clean time. Duties include: Securing speakers who can present a clear NA message of recovery for the Surf Camp event meetings; serving as secretary for the event meetings.

I. Surf Ambassador: Minimum of one (1) year clean time. Duties include: Securing surf instructors, overseeing drawing, coordinating surf lessons on the day of the event.

J. Food and Beverage Coordinator: Minimum of two (2) years clean time. Duties include: All food related vending at the event. Purchasing, transporting and selling snack shack items. Set up and clean up at the event. All funds will need to be handled and coordinated with Treasurer at event.

IV. VOTING PROCEDURES

Regular business may not be conducted without 3 voting members. Policy changes may not be held without 6 voting members in held positions. Voting members consist of officers in held positions and group ambassadors who have attended 2 or more consecutive meetings.

V. ELECTIONS

New officers assume office one month after the event. The officers shall serve a 13 month commitment, not to exceed two consecutive terms. Elections shall be held one month prior to the annual campout event.

VI. EXPENSES

Legitimate committee-related expenses (not to exceed \$50.00) incurred by committee members, shall be reimbursed upon submission to and approval of the Committee Treasurer. Expenses greater than \$50.00 must have Committee approval prior to spending.

VII. OPERATIONS

The committee will meet monthly except when needed prior to the SURF CAMP events. A person must have two (2) years continuous clean time to handle funds. It is suggested that the committee members become CPR certified. Please refer to SOP for CPR certification requirements at the event.

A) Operational Fund Account in a yet the amount of \$4,000 to be used as an operational resource for expenses directly related to SURF CAMP events. This will also include funds for the following years campout deposits as well as any and all miscellaneous expenses including equipment storage and acquisition.

B) Detailed line-item budget for all income and all expenses of the upcoming fiscal year, to be submitted, along with Committee Operational Guidelines during the first quarter of each year. All final yearly reports will be due in a timely manner, to be submitted to the SCASC at the following SCASC meeting.

VIII. FISCAL POLICY

A. Fiduciary Procedure: All monies collected will remain in the SURF CAMP Committee accounts until the final accounting after the yearly campout. Donation to ASC will be made two months after the event.

B. Misappropriation: Individuals removed from office for or determined guilty of misappropriation or theft of funds shall make full restitution of said funds. Should a member who was removed for misappropriation or theft of funds fail to make full and timely restitution of funds, said individual shall be subject to civil liability and criminal prosecution to the fullest extent that the law will allow or prescribe.

I, _____, being a duly elected and authorized officer of this organization, have read and understand these guidelines and agree to all stipulations and conditions delineated herein.

Signature _____

PrintName _____

Date _____