

## Set 'Em Free Subcommittee Guidelines

Revised January 2017

### 1. PURPOSE

The purpose of the subcommittee is to organize and be responsible for all aspects of the annual Set 'Em Free campout and other subcommittee decided functions. This is intended to provide multi-area fun events carrying the message of recovery.

### 2. ORGANIZATION

The Set 'Em Free Committee is a subcommittee of the Santa Cruz area of Narcotics Anonymous Area Service Committee (SCASC). Therefore, it is accountable to the Santa Cruz ASC and the fellowship of NA as a whole. The Set 'Em Free Subcommittee of Santa Cruz will be responsible for the organization and implementation of the annual events.

Registrations, entertainment, merchandise, and funds shall remain the responsibility of the subcommittee.

### 3. MEMBERSHIP

Clean time requirement for the subcommittee membership is 24 hours clean. A person must attend two (2) consecutive meetings in order to qualify as a voting member (they will be eligible at the end of the second meeting). To maintain active voting membership a member may not miss two (2) consecutive meetings without contacting the body.

### 4. OFFICERS

The elective officers of the Subcommittee shall consist of the Chairperson, Vice Chair, Secretary, Subcommittee Treasurer, Registration Chairperson, Merchandising Chairperson, Activities Coordinator and Food/Beverage Coordinator. All officers will be elected from standing subcommittee members. Officers missing two (2) consecutive (NOTES STOP HERE)

#### 1. Chairperson

Minimum of two (2) years clean time and suggested previous participation on the Set 'Em Free subcommittee. Duties include arranging agenda, conducting regular meetings, so-signing all bank accounts, coordinating ad-hoc committee functions, maintaining a P.O. box key, and including the Vice Chair in said duties. Attends SCASC meetings every month (or delegates) with a progress report and financial report, to include

monthly bank statements, balance sheets and checkbook reconciliation.

## **2. Vice Chairperson**

Minimum of two (2) years clean time. Suggested previous participation on Set 'Em Free Subcommittee. Duties include: performing the duties of the chairperson in their absence. Coordinating Set 'Em Free campout scheduled activities, negotiating contracts with all people concerned, planning, securing and scheduling site, public relations, over-seeing on-site ticket sales when and where necessary, and performing other duties as assigned by the chairperson or Subcommittee. Submits a monthly report detailing the status of all contracts, and suggested attendance at the SCASC monthly meetings.

## **3. Secretary**

Minimum of six (6) months clean time. Duties include keeping meetings of all Set 'Em Free Subcommittee meetings, maintaining accurate records of subcommittee level decisions, printing and distributing minutes at each meeting, maintaining and distributing current phone lists of subcommittee members, being responsible for proper storage of archives at the completion of term, and producing flyers.

## **4. Treasurer**

Minimum of two (2) years clean time, be gainfully employed and able to maintain a checking account. Duties include: maintaining Set 'Em Free bank accounts, keeping accurate financial records, paying all approved expenses, reporting monthly financial status of campout account with bank statement, balance sheet and checkbook reconciliation, co-signing subcommittee bank accounts, providing oversight and general supervision of all subcommittee bank accounts, providing oversight and general supervision of all Set 'Em Free bank accounts. Submits a monthly financial report to be included in monthly Set 'Em Free SCASC report.

## **5. Registration Chairperson**

Minimum of two (2) years clean time. Duties include: forming a registration subcommittee and maintaining all aspects of registration, picking up registration requests at P.O Box, delivering money with prepared bank deposit slips to the Subcommittee Treasurer for deposit and securing the deposit receipt from Subcommittee Treasurer, maintaining P.O. Box key and monitoring campsite capacities at event. Submits a monthly report detailing registration status.

## **6. Food/Beverage Coordinator**

Minimum of six (6) months clean time. With input from the Subcommittee plans the menu for the campout. Coordinates food purchase order with the Vice Chairperson. Additionally, responsible for arranging transportation for food, beverages, and utensils to the campsite, and cooking on-site.

## **7. Activities Coordinator**

Minimum of six (6) months clean time. Duties will be to plan, set up, and run various fun activities at the campout, including meetings at the direction of the subcommittee.

## **8. Merchandising Chairperson**

Minimum of two (2) years clean time. Duties include: ordering and maintaining an inventory of merchandise, selling merchandise at decided events, recruiting and coordinating volunteers to help sell merchandise, co-signing merchandise bank accounts, responsible for key or code to storage locker and keeping storage organized. Completing taxes and sellers permits as needed for subcommittee.

## **5. VOTING PROCEDURES**

Regular business cannot be conducted without a quorum. A quorum shall consist of two thirds (2/3) of the elected officers. A simple majority (one over half) is required to pass motions. Chairperson will vote only in the event of a tie. Any changes to guidelines shall be tabled and voted on the following month.

## **6. ELECTIONS**

Nominations shall be held two (2) months prior to the campout event and elections will be held one month prior to the event. New officers will be mentored during the campout and will assume office one month after the event. The officers shall serve a one year commitment, not to exceed two consecutive terms.

## **7. EXPENSES**

Expenses greater than \$50.00 must have subcommittee approval prior to spending. Legitimate subcommittee-related expenses incurred by subcommittee members, not to exceed \$50.00, shall be reimbursed upon submission to and approval by Subcommittee Treasurer.

## 8. OPERATIONS

The subcommittee will meet monthly except when needed prior to Set 'Em Free events. The subcommittee will maintain two (2) active bank accounts. At least two (2) signatures (co-signers) will be required for any activity on any and all accounts. A person must have two (2) years continuous clean time to handle money at any function. Bank statements will be collected by the Set 'Em Free subcommittee chairperson and forwarded to the treasurer and shall be made available for review by subcommittee and members of the SCASC.

1. **SET 'EM FREE OPERATIONAL FUND ACCOUNT** The prudent reserve is \$6,500.00 to be used as the operational resource for expenses directly related to Set 'Em Free events. This will also include funds for the following year's campout deposits as well as any and all entertainment requirements, including sound and lights. Co-signers on the account are the subcommittee Chairperson, Vice-Chairperson and Treasurer.
2. **SET 'EM FREE MERCHANDISE SALES ACCOUNT** The prudent reserve is \$4,000.00 (excluding inventory) to be used in the operational resource for expenses directly related to merchandise, including purchasing, storage, and P.O Box. Co-signers on the account are the subcommittee Chairperson, Vice-Chairperson and Merchandise Chairperson.

Final campout report will be submitted to the SCASC no more than two month after the event.

The Treasurer, in conjunction with the Chairperson and other elected trusted servants, will prepare a complete and detailed line-item budget for all income and all expenses of the upcoming fiscal year. This will be submitted along with Subcommittee Operational Guidelines by January.

A merchandise inventory shall be conducted at least once a year.

## 9. FISCAL POLICY

All money collected will remain in the Set 'Em Free Subcommittee accounts until the final accounting after the yearly campout. At this time, anything over the combined prudent reserve of \$10,500.00 shall be donated to the SCASC.

### **Secretary:**

1. Takes notes at every meeting (the minutes).
2. Send out and make copies of the minutes from the last meeting and the agenda for the next meeting sometime before each meeting

### **Merchandise Chair:**

1. File/pay taxes: every year
2. Attendance for sales at monthly Birthday Speaker Meeting
3. Store all merchandise in storage (you will need to pick up before selling and drop off afterwards)
4. Write a monthly report
5. Order merchandise as needed (30 days before needed)
6. Request permission to sell at alternative stores (about 6 months before)
  1. Need a letter from our NA service committee (include the sellers permit in the letter).
  2. Need a seller's permit
  3. Always request two tables in a prime location (we have 6 volunteers)
  4. NCCNA (deadline is 3/15), WCNA and MBCNA
7. Take merchandise to sell at other conventions/events
8. Take inventory of all merchandise in storage
9. Keep the storage unit clean and neat
10. Need to get the money from the sales to the treasurer as quickly as possible.

### **Vice Chair:**

1. Make all reservations and negotiations for campout and bring them back to the subcommittee for voting and approval.

### **Registration Chair:**

The registration chair is responsible for gathering registration forms from meetings, committee members and post office box. The registration forms are compiled into a master list, this master list is used for checking in campers and rafters at the campground once the event begins. The registration chair reconciles the number of registered attendees and works with the treasurer to give the final numbers to the campground for the last payment.

### **April-June**

Begin collecting registrations and adding information to master list. Check mail regularly, copy, and document and give checks to the treasurer or chair for deposit. Keep the subcommittee informed on registration totals.

### **Pre-Event Week**

Provide the Chairperson with copies of the registration list. Make multiple trips to the P.O Box to collect last minute reservations.

### **1<sup>st</sup> Day of Campout**

Walk around to collect additional registrations. Check-In preregistered campers and provide with wristbands and/or dinner tickets for the Saturday night BBQ.

### **2<sup>nd</sup> Day of Campout**

Reconcile final registration counts, coordinate with Treasurer and Vice Chair to make final payment to campground staff.