



**“THE LIE IS DEAD, WE DO RECOVER.”**

**Set 'Em Free Committee Operational Guidelines**  
**2022/2023**

**Purpose**

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

**Organization**

The Set 'Em Free Committee is a subcommittee of the Santa Cruz 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 Committee of Santa Cruz will be responsible for the organization and implementation of the annual events.

Registration, entertainment, merchandise and funds shall remain the responsibility of the Committee.

**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 (they will be eligible to vote at the second meeting). To maintain active voting membership a member may not miss two (2) consecutive meetings without contacting the body.

**Officers**

The elected officers of the Committee shall consist of Chairperson, Vice Chair, Secretary, Committee Treasurer, Registration Chairperson, Merchandising Chairperson, Programming Chairperson, Food and Beverage Chairperson, Activities Chairperson, Web Coordinator, and Setup/Cleanup Chairperson. 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.

**CLEAN TIME REQUIREMENTS AND DUTIES**  
(See Statement of Purpose for more details)

**A. Chairperson**

Minimum of three (3) years clean time and suggested previous participation on the Set 'em Free Committee. Suggested as having served as Vice-Chair of Set 'em Free.

- Duties include:



- Arranges an agenda and email it to members at least a day before the meeting.
- Conducts regular meetings.
- Co-signs all bank accounts.
- Coordinates ad-hoc committee functions.
- Oversees and coordinates all Set 'em Free service positions to ensure all essential duties are carried out.
- Attends Santa Cruz Area Service meetings every month (or delegates) with a subcommittee report form and a verbal report to the Area.
- Distributes event flyers to the Area committee when the online registration is available (preferably six months prior to the event).
- Includes Vice Chair in said duties.
- Trains Vice-Chair on negotiating contracts with all people concerned, planning, securing & scheduling site, public relations, over-seeing on-site ticket sales when and where necessary.
- Is of service to all aspects of the event: set-up/clean-up, gathering people for activities, assists with food and beverage, etc.

#### B. Vice Chairperson

Minimum of two (2) years clean time. Suggested previous participation on Set 'em Free Committee. Intention to serve as Chair in the subsequent year.

- Duties include:
  - Performs the duties of the chairperson in their absence.
  - Negotiates contracts with all people concerned, planning, securing & scheduling site, public relations, over-seeing on-site ticket sales when and where necessary. The Vice Chair can delegate at their discretion with Committee approval.
  - Performs other duties as assigned by Chairperson or committee.
  - Submits a monthly report detailing the status of all contracts to the Committee.
  - Suggested attendance at Santa Cruz Area Service monthly meetings.
  - Is of service to all aspects of the event: set-up/clean-up, gathering people for activities, assists with food and beverage, etc.

#### C. Secretary

Minimum of one (1) year clean time.

- Duties include:
  - Keep minutes of all Set 'em Free Committee meetings.
  - Maintain accurate records of committee level decisions.



- Email minutes to all committee members within one week of the subcommittee meeting.
- Maintain and distribute the current phone and email list of committee members.
- Print flyers and give them to the Chairperson for Area distribution.
- Maintain proper storage of archives at the completion of term. Preferably in Google Drive and a hard copy in the binder.
- Is of service to all aspects of the event: set-up/clean-up, gathering people for activities, assists with food and beverage, etc.

#### D. Treasurer

Minimum of three (3) years clean time, be gainfully employed, and able to maintain a checking account.

- Duties include:

- Maintain Set 'em Free bank accounts.
- Keep accurate financial records.
- Pay all approved expenses.
- Report monthly bank balance and outstanding checks at each committee meeting.
- Co-sign committee bank accounts.
- Provide oversight and general supervision of all Set 'em Free bank accounts.
- Submit a monthly financial report to be included in the monthly Set 'em Free ASC report.
- Pay NCRSO 60 days prior to the event for liability insurance.
- Bring a copy of the liability insurance policy to the event.
- Pay J.D. Mini Storage annual storage fee due June 1.
- Collect 1/2 cost of mini storage cost from the Activities Committee.
- Is of service to all aspects of the event: set-up/clean-up, gathering people for activities, assists with food and beverage, etc.

#### E. Registration Chairperson

Minimum of three (3) years clean time.

- Duties include:

- Coordinates with the Web Coordinator regarding online registrations to maintain accurate registration numbers.
- Suggested previous Set 'em Free experience.
- Form registration subcommittee (if help is available).
- Maintain all aspects of registration.
- Pick up registration requests at P.O. Box.
- For cash registrations, deliver money to the Committee Treasurer for deposit and secure the deposit receipt from the Committee Treasurer.



- Maintain the P.O. Box key (from Area).
- Monitor campsite capacities at the event.
- Report on the registration status at all committee meetings.
- Is of service to all aspects of the event: set-up/clean-up, gathering people for activities, assists with food and beverage, etc.

#### F. Merchandising Chairperson

Minimum of three (3) years clean time.

- Duties include:
  - Order and maintain an inventory of merchandise.
  - Sell merchandise at decided events.
  - Recruit and coordinate volunteers to help sell merchandise.
  - Maintain key or code to storage locker.
  - Keep storage organised.
  - Maintains responsibility for vector files.
  - Is of service to all aspects of the event: set-up/clean-up, gathering people for activities, assists with food and beverage, etc.

#### G. Program Chairperson

Minimum of one (1) year clean time.

- Duties include
  - Coordinates with the Activities Chairperson.
  - Attain speaker tapes from speakers who live near the area of the event.
  - Bring suggested speakers to the committee meeting for group conscience.
  - Select and book speakers for the main event.
  - Act as liaison with speakers and problem solve issues such as transportation and lodging/camping.
  - Schedule meeting secretaries.
  - Create and advertise the meeting schedule for the event.
  - Bring meeting readings for the event.
  - Is of service to all aspects of the event: set-up/clean-up, gathering people for activities, assists with food and beverage, etc.

#### H. Food & Beverage Chairperson

Minimum of two (2) years clean time.

- Duties include
  - Research food options and bring price quotes to the committee.
  - Pre Order food with the chosen restaurant (or buy and prepare food).
  - Act as liaison with the restaurant updating them with registration numbers.
  - Keep the committee apprised of all cut-off dates.



- Inventory supplies in storage prior to purchasing new supplies.
- Purchase new supplies with committee approval.
- Pick up the food and bring it to the event for the scheduled meal.
- Bring sternos and tray stands to the event.
  - Recruit volunteers for making coffee, serving food, etc.
- Is of service to all aspects of the event: set-up/clean-up, gathering people for activities, assists with food and beverage, etc.

#### I. Activities Chairperson

Minimum of one (1) year clean time.

- Duties include
  - Coordinates with the Program Chairperson.
  - Brings activity ideas to the committee for a vote.
  - Coordinates Set 'em Free Campout scheduled activities.
  - With committee approval, purchases &/or brings existing games and supplies to the event (i.e. horseshoes, badminton, cornhole).
  - Maintains a kids table with arts and crafts supplies during the event.
  - Recruit volunteers to run games &/or events.
  - Is of service to all aspects of the event: set-up/clean-up, gathering people for activities, assists with food and beverage, etc.

#### J. Web Coordinator

Minimum of two (2) years clean time.

- Duties include
  - Coordinates with the Registration Chair.
  - Provides accurate event content on the website (e.g. dates, locations, time, point of contact, refund policy, etc.)
  - Maintain the functionality of the website.
  - Make sure payment processing is functioning properly.
  - Manages accurate inventories of registrations and activities.
  - Issues refunds for online registrations.
  - Creates a detailed paper flyer and brings it to committee for approval (include refund policy).
  - Emails reminders and important information to registered campers.
  - Is of service to all aspects of the event: set-up/clean-up, gathering people for activities, assists with food and beverage, etc.

#### K. Setup/Cleanup Chairperson

Minimum of six (6) months clean time.

- Duties include



- Assist with all setup and breakdown of equipment (canopies, tables, banners, etc.).
- Recruits volunteers to help with setup/cleanup.
- Walks grounds every night to pick up debris from the campgrounds.
- Performs final walkthrough at the end of the event to ensure nothing is left and campgrounds are clean.
- Is of service to all aspects of the event: set-up/clean-up, gathering people for activities, assists with food and beverage, etc.

### **VOTING PROCEDURES**

Regular business cannot be conducted without a quorum. A quorum shall consist of 50% of our all elected officials. A simple majority (over one-half) is required to pass motions. The Chairperson will vote only in the event of a tie.

### **ELECTIONS**

Nominations shall be held the Sunday of the annual campout event prior to the morning meeting and elections shall be held the next committee meeting following the event. New officers will be mentored by previous committee members and new officers will assume office two months after the event. The officers shall serve a one year commitment, not to exceed two consecutive terms.

### **EXPENSES**

Event related expenses incurred by committee members shall be reimbursed upon receipt submission to the Committee Treasurer. Expenses must have Committee approval prior to spending to be eligible for reimbursement.

### **OPERATIONS**

The committee will meet monthly except when needed prior to the Set 'em Free events. The committee will maintain two (2) active bank accounts. A person must have three (3) years continuous clean time to handle money at any function. Bank statements will be collected by the Set 'em Free Committee Treasurer and shall be made available for review by the Committee and members of the SCASC.

- 1) **Set 'em Free Operational Fund Account:** The prudent reserve is \$6,000.00 to be used as the operational resource for expenses directly related to Set 'em Free events. This will also include funds for the following years campout deposits as well as any and all entertainment requirements, including sound and lights. Co-signers on the account are the committee Chairperson and Treasurer.
- 2) **Set 'em Free Merchandise Sales Account:** The prudent reserve is \$4,000.00 (excluding inventory) to be used as the operational resource for expenses directly related to merchandise, including purchasing, storage. Co-signers on the account are the Committee Chairperson and Treasurer.



Final campout report will be submitted to the SCASC no more than two months 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 Committee Operational Guidelines by January.

A merchandise inventory shall be conducted at least once per year, prior to ordering new merchandise.

## **FISCAL POLICY**

### **Refund Policy**

No refunds. Purchases may be transferred to another camper or donated to the newcomer fund. In the case of extenuating circumstances, if more than one month in advance of the event, the purchaser can petition the committee for an exception.

### **Fiduciary Procedure**

All money collected will remain in the Set 'em Free Committee accounts until the final accounting after the yearly campout. At this time, anything over the combined prudent reserve of \$10,000 shall be donated to the SCASC.

### **Misappropriation**

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

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 \_\_\_\_\_

Print

Name \_\_\_\_\_

Date \_\_\_\_\_