



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

I. Purpose:

- 1) 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:

- 1) 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.
- 2) 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.
- 3) Membership:
 - a) Clean time requirement for Committee membership is 24 hours.
 - b) A person must attend two (2) consecutive meetings in order to qualify as a voting member.
 - c) To maintain active voting membership, a member may not miss two (2) consecutive meetings without contacting the body.
- 4) Trusted Servants (Elected):
 - a) The elected trusted servants of the Committee shall consist of Chairperson, Vice Chairperson, Secretary, Treasurer, Registration Coordinator, Merchandising Coordinator, Information Coordinator, Meeting Coordinator, Food & Beverage Coordinator and Grom Coordinator.
 - b) All trusted servants will be elected from standing committee members.
 - c) Trusted servants missing two (2) consecutive meetings may be replaced at the third meeting by a majority vote.
- 5) Trusted Servants (Not Elected)
 - a) Surf Ambassador
 - i) All committee members not elected to a trusted servant position that have been of service at a Surf Camp event are eligible to Surf Ambassadors.

III. Qualifications and Duties of Trusted Servants

1) Chairperson:

- a) Minimum of two (2) years clean time and
 - i) suggested previous participation on the SURF CAMP Committee.
- b) Duties:
 - i) Creation of monthly meeting agenda, conducting regular meetings, coordinating committee functions.
 - ii) Attends SCASC meetings every month with an Area report that includes a financial report,

- (1) financial report
 - (a) monthly bank statements, balance sheets and checkbook reconciliation.
- 2) **Vice Chairperson:**
 - a) Minimum of two (2) years clean time.
 - i) Suggested previous participation on the SURF CAMP Committee.
 - b) Duties: 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.
 - c) Suggested attendance at SCASC monthly meetings.
- 3) **Secretary:**
 - a) Minimum of six (6) months clean time.
 - b) Duties:
 - i) 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.
 - ii) 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.
 - c) Maintains committee email at: scnasurfcamp@gmail.com
- 4) **Treasurer:**
 - a) Minimum of two (2) years clean time and gainfully employed.
 - i) Ability to maintain a checking ledger.
 - b) Duties:
 - i) 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.
 - ii) Respond to Surf Camp email at scnasurfcamp@gmail.com
- 5) **Registration Coordinator:**
 - a) Minimum of two (2) years clean time.
 - b) Duties:
 - i) overseeing all aspects of registration; coordinating committee members willing to assist with registration; processing insurance requests for events through NCRSO; securing campsites. Submits a monthly report detailing registration status, assignments and disputes.
- 6) **Merchandising Coordinator:**
 - a) Minimum of two (2) years clean time.
 - b) Duties:
 - i) overseeing all aspects of merchandising; coordinating committee members willing to assist 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.
- 7) **Information Coordinator:**

- a) Minimum of one (1) year clean time.
- b) Duties:
 - i) Creating flyers and public relations materials; ensuring that the created materials are disseminated.

8) Meeting Coordinator:

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

9) Surf Ambassador:

- a) Minimum of one (1) year clean time.
- b) Duties:
 - i) Securing surf instructors, overseeing drawing, coordinating surf lessons on the day of the event.

10) Food and Beverage Coordinator:

- a) Minimum of two (2) years clean time.
- b) Duties:
 - i) overseeing 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.

11) Grom Coordinator:

- a) Minimum of one (1) year clean time.
- b) Duties:
 - i) planning and overseeing fun activities for kids during Surf Camp event weekend. Possible activities include: facepaint, t-shirt making, and other art projects. Kids Coordinator is responsible for purchasing supplies; set up and clean up of canopy and activities; and coordinating storage of supplies with Merchandising Coordinator.

IV. VOTING PROCEDURES

- a) Regular business may not be conducted without 3 voting members.
- b) Policy changes may not be held without 6 voting members in held positions.
- c) Voting members consist of trusted servants and group ambassadors who have attended 2 or more consecutive meetings.

V. ELECTIONS

- a) Newly elected trusted servants assume office one month after the event.
- b) The elected trusted servants shall serve a 13-month commitment, not to exceed two consecutive terms.
- c) Consecutive terms beyond two consecutive terms must be approved by a vote of the committee.
- d) Elections shall be held one month prior to the annual campout event.

VI. EXPENSES

- a) Legitimate committee-related expenses (not to exceed \$50.00) incurred by committee members, shall be reimbursed upon submission to and approval by the Committee Treasurer.
- b) 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 the amount of \$5,000.00 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.
- c) \$500.00 retained from proceeds of 2018 Surf Camp to be added to the Operational Fund Account. Funds to be used for acquiring Surf Camp equipment.

VIII. FISCAL POLICY

1) Fiduciary Procedure:

- a) All monies collected will remain in the SURF CAMP Committee accounts until the final accounting after the yearly campout.
- b) Donation to ASC will be made two months after the event.

2) Misappropriation:

- a) Individuals removed from office or determined guilty of misappropriation or theft of funds shall make full restitution of said funds.
- b) 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.~~
- c)

IX. SURF CAMP WEBSITE COORDINATOR

1) REQUIREMENTS

- a) Two years of clean time.
- b) Is a computer-savvy nerd, kook, or geek and has experience with word press web site maintenance.
- c) Access to a computer and the internet
- d) Have necessary web editing tools

2) DUTIES

- a) Acts as the contact for the Surf Camp with an Internet Service Provider (ISP) and/or the PR Web Coordinator in the case of using a santacruzna.org sub domain.
- b) Makes sure that all bills for charges, such as website hosting and domain registration, are paid in a timely manner. Autopay is the current, recommended method.
- c) Makes sure that the ISP provides sufficient service quality and orders any services as required.
- d) Maintains all software and instructions necessary to develop, maintain and otherwise support the website.
- e) Maintain basic security provisions to protect website from common assaults.
- f) Ensures that the website adheres to the 12 Steps and 12 Traditions of Narcotics Anonymous and carries the message to the newcomer.

X. SURF CAMP GOOGLE ACCOUNT USAGE scnasurfcamp@gmail.com

1) Password rotation

a) Annually

- i) At the beginning of every service term, June 1, the Surf Camp Google account password will be rotated by the either the Surf Camp Chair or Secretary.
- ii) The Surf Camp Chair will supply that password to the Admin committee as soon as the new password is generated.
- iii) The Google account recovery email address will be set to scnaadm@gmail.com. This is not to be changed for any reason.
- iv) The Google account recovery phone number can be either the Surf Camp Chair, Secretary, or the Admin Surf Camp liaison. The recovery phone for the current term will be set at the time of the password rotation.

b) Members stepping down

- i) If a Surf Camp member steps down from the subcommittee prior to the end of the term, or if requested by the member, the member's device will be deleted from the Google account.

2) Google Account Access

- a) Google account access is granted to all of the following duly elected trusted servants of the Surf Camp subcommittee – Chair, Vice Chair, Secretary, and Treasurer.
- b) Google account access can be granted to general members that does not hold a Surf Camp service position on the Surf Camp subcommittee by vote of the subcommittee.

3) Email usage

- a) All Surf Camp subcommittee members with Google account access can use the Surf Camp gmail.
- b) The Surf Camp Secretary, with Google account access, will be responsible for responding to Surf Camp gmail.

4) Sending/Responding to Surf Camp Email

- a) Include your service position title ex "In Service Surf Camp Web Kook".
- b) If not holding an elected service position the subcommittee will designate a unique identifier for use by any general member granted Google Account access.

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

Signature _____

Print Name _____

Date _____