

Santa Cruz County Narcotics Anonymous
Activities Subcommittee Guidelines
Preamble to the Guidelines

Guidelines should be referred to first when matters of policy or procedure come into question. Anyone is welcome to attend an Activities Committee meeting. Individuals may be called upon to speak at the discretion of the chair. The groups conscience, as expressed in the 2nd tradition, is a basic and powerful concept that makes it possible for people of diverse backgrounds and temperaments to rise above personal ambition and unite in one common purpose: to stay clean and help the still suffering addict find freedom from active addiction in Narcotics Anonymous.

I. Primary Purpose

- A. To provide special events and activities in a safe and clean environment; to help generate fellowship among area members and carry the message of recovery.
- B. To encourage unity, support and participation from the Narcotics Anonymous community as a whole

II. Functions

- i. Holds regularly scheduled business meetings twice monthly
- ii. Holds special meetings when necessary
- iii. Votes on all motions on the table
- iv. an Activities Subcommitt
- v. Area Treasurer holds Encumbered funds to be used o all voted events :
 - 1. \$4,000.00 operational budget
 - 2. Includes \$400.00 petty cash held by our Treasurer
- vi. Report monthly to ASC, all progress, financial or otherwise.
- vii. Members handling Activities Committee monies must have two years' clean time.
- viii. Chair or Treasurer to handle funds if additional resources are needed.
- ix. Members handling 7th tradition funds must have two committee members verify funds.
- x. The Activities Subcommittee shall operate under the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

III. Business Meeting Format

- A. All meetings will open with the Serenity Prayer, followed by the Twelve Traditions and Twelve Concepts
- B. The activities Chair will set the agenda for each meeting followed by a motion to approve or change
- C. Voting members in attendance can make additions to the agenda
- D. A count of voting members present will be taken and noted in minutes

- E. Minutes are read prior to our meeting by each member independently followed by a vote of change or approve of them.
- F. A copy of all previous meetings minutes, treasurer's report and guidelines should be present at every meeting
- G. Reading of reports of respective officers
- H. Old and New Business
- I. Open Forum
- J. Close with Third Step Prayer

IV. Guidelines for Elected Officers of Activities Subcommittee

- A. All positions are a 13-month commitment
 - a. 12 months are committed to the position held and the 13th month is committed to training the newly elected member
- B. Nominations are held annually on the 2nd meeting in May. Elections are held the 2nd meeting in June
- C. Qualifying members can either volunteer for a position or be nominated by another member. A qualifying volunteer will supersede a nomination
- D. Officer positions are elected by a simple majority vote
 - a. Any Officer missing two consecutive meetings and/or activities, without notification to Chairperson or Vice Chair, gives up their position on the subcommittee. While at the discretion of the committee an officer may be contacted by the chairperson and offered an opportunity to resume membership or resign
 - b. In the event that a member no longer meets the requirements of a position, the chair may appoint a temporary replacement until a new member can fulfill the term.

V. Elected Officers Duties, Responsibilities and Requirements

- a. Chair (2 years' clean time)
 - I. Have prior experience in NA service at subcommittee level
 - II. Leads and directs all Activities Subcommittee meetings
 - III. Prepares agenda
 - IV. Oversees Ad-Hoc committees
 - V. Delegates responsibilities
 - VI. Reports monthly to ASC on behalf of Activities Subcommittee
 - VII. Is the single point of accountability for the Activities Subcommittee activities and events
 - VIII. Cannot bring a motion to the floor and votes only when one more member is needed to make quorum.
- b. **Vice Chair (1-year clean time)**
 - I. Should have prior experience within NA service structure
 - II. Assume Chairperson duties in the Chairperson's absence
 - III. Be willing to become Chair

c. Treasurer (2 years' clean time)

- I. Should have prior service experience within the NA service structure
- II. Should possess basic accounting skills
- III. Responsible for handling and distributing all funds
- IV. Coordinates all cash handling at events which includes passing of the 7th Tradition
- V. Keeps an accurate record of all financial transactions
- VI. Distributes money
- VII. Provides a written report of financial happenings of each activity to ASC and Activities Subcommittee
- VIII. Stores and secures past financial records
- IX. Must be financially self-supporting

D. Secretary (6 months' clean time)

- I. Records accurate minutes of each meeting in writing
- II. Be the keeper of archives and bring past records when requested
- III. All motions and votes clearly documented

E. Food and Beverage Coordinator (2 years' clean time)

- I. Should have prior service experience within the NA service structure
- II. Responsible for maintaining inventory in the shed of food and decorations.
- III. Proposes food and beverage budgets for all events
- IV. Purchase merchandise for events
- V. Keeps accurate receipts
- VI. Coordinates sales of concessions at events
- VII. Delegates responsibilities of supplies, decorations and food prep
- VIII. Delegates the transport refreshments and supplies to and from events

F. Assistant Food and Beverage Coordinator/ Coffee-person (30 days)

- I. Arrives early enough to event to have coffee ready at start time
- II. Assume duties of Food and Beverage Coordinator in their absence if eligible
- III. Assist with Food and Beverage Coordinator responsibilities at events
- IV. Assist with setup and clean up before and after events
- V. Assigns volunteers as necessary for setup and clean up at events
- VI. Maintains coffee supplies and stores them

G. Literature Coordinator (1-year clean time)

- I. Responsible for maintaining literature and medallions
- II. Attends monthly ASC meeting
- III. Picks up event flyers and schedules from ASC
- IV. Purchases chips and newcomer books
- V. Hands out chips at BSM with two volunteers (determined by Literature Coordinator)

H. Birthday Speaker Meeting (BSM) Coordinator (1-year clean time)

- I. Should have prior service experience within the NA structure
- II. Maintains calendar of BSM's with contact list
- III. Works with sponsoring meetings
- IV. Can represent the sponsoring meetings at Activities Meetings
- V. Must have clear understanding of BSM Guidelines
- VI. Responsible for setting up audio equipment and timing of speakers
- VII. Work with Literature Coordinator, Treasurer, Set Up Clean Up, Food and Beverage to determine if needs are met for events

I. Information & Logistics Coordinator (1-year clean time)

- I. Create event flyers and sign up sheets for approval by Activities and ASC
- II. Upon approval, copy and route flyers to ASC and send electronically to Public Relations for posting to the website
- III. Secure event sites with input from subcommittee prior to finalizing
- IV. Obtain proper insurance for event sites from Northern California Regional Services Office (NCRSO)
- V. Be liaison with onsite personnel

J. Setup / Cleanup Coordinator (no clean time requirement)

- I. Responsible for setting up chairs and tables prior to events
- II. Responsible for breaking down chairs and tables following events
- III. Assists with decorations

***Note: All officers shall be present to assist with setup and clean up all events**

VI. Voting Members Guidelines

- A. At least five voting members, three of whom shall be officers, must be present for quorum to be established.
- B. Quorum allows motions to be brought to the group and voted on.
- C. A 2/3 vote is needed to pass a motion
- D. A 2/3 of voting members is required to waive clean time when electing new officers or to change policy in the guidelines

- E. A person becomes a voting member at their second consecutive Activities Committee Meeting.
- F. Any voting member missing two consecutive meetings and/or activities without
- G. notification to the chair or vice chair, gives up their vote on the Activities Sub-Committee.

VII. **Activities Subcommittee Participation**

- A. All committee members are to attend all meetings from beginning to end
- B. All committee members are encouraged to attend and contribute to the success of events the committee puts on
- C. Any Area Service Activities Subcommittee member may suggest a theme for an activity, an event, speakers and types of music
- D. All activities, budgets and associated costs are to be voted on by the committee
- E. All activities are to be approved by Area Services Committee (ASC)
- F. Requests to promote or raise funds at any event sponsored by the Activities Sub-Committee need to be presented at an Activities Sub-Committee meeting and approved by the voting members.
- G. The committee shall determine pricing for newcomers (30 days or less) and hardship cases prior to event.