

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 group 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. The Santa Cruz Activities Subcommittee hereafter referred to as the subcommittee is a group of local volunteers dedicated to organizing and providing recovery oriented events, activities to encourage unity, support and participation from the narcotics anonymous community as a whole to serve our primary purpose.

II. Functions

- A. Holds regularly scheduled business meetings twice monthly.
- B. Holds special meetings when necessary.
- C. Votes on all motions on the table.
- D. 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 short versions of the Twelve Traditions and Twelve Concepts.
- B. The activities Chair will set the agenda prior to 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 independently prior to our meeting by each member independently followed by a motion to change or approve of them.

- F. A copy of all previous meeting minutes, treasurer's report and guidelines for the past 2 years 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.
 - 1. 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.
- D. Officer positions are elected by a simple majority vote.
 - 1. 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.
 - 2. 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.
- E. Any committee officer may be removed during his/her term by a two-thirds ($\frac{2}{3}$) quorum vote by the committee.

V. Elected Officers Duties, Responsibilities and Requirements

A. Chair (2 years clean time)

- 1. Has prior experience in NA service at subcommittee level.
- 2. Leads and directs all Activities Subcommittee meetings.
- 3. Prepares agenda.
- 4. Oversees Ad-Hoc committees.
- 5. Delegates responsibilities.
- 6. Reports monthly to the Area Service Committee (ASC) on behalf of Activities Subcommittee.
- 7. Is the single point of accountability for the Activities Subcommittee activities and events.
- 8. Cannot bring a motion to the floor and votes only when one more member is needed to make quorum or as a tie breaker.

B. Vice Chair (1 year clean time)

- 1. Should have prior experience within NA service structure.
- 2. Assume Chairperson duties in the Chairperson's absence.

3. Be willing to become Chair.
4. Responsible for bringing the subcommittee guidelines and readings to the business meetings.

C. Treasurer (2 years clean time)

1. Should have prior service experience within the NA service structure. Should possess basic accounting skills.
2. Responsible for handling and distributing all funds.
3. Coordinates all cash handling at events which includes passing of the 7th Tradition.
4. Keeps an accurate record of all financial transactions.
5. Provides a written report of financial happenings of each activity to the Activities Subcommittee.
6. Stores and secures past financial records.
7. Must be financially self-supporting.

D. Secretary (6 months clean time)

1. Records accurate minutes of each meeting.
2. Be the keeper of archives and bring past records when requested.
3. All motions and votes are clearly documented.

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

1. Should have prior service experience within the NA service structure.
2. Responsible for maintaining inventory in storage of food and supplies and noting inventory changes after events.
3. Proposes food and beverage budgets for all events.
4. Purchase food and beverages for events.
5. Keeps accurate receipts and submits them to the Treasurer for reimbursement.
6. Coordinates sales of concessions at events.
7. Delegates responsibilities of supplies and food prep.
8. Delegates the transport of food, beverages and supplies to and from events.

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

1. Arrives early enough to have coffee ready at start time.
2. Assume duties of Food and Beverage Coordinator in their absence if eligible.
3. Assist with Food and Beverage Coordinator responsibilities at events.
4. Maintains coffee supplies and transports them.

G. Literature Coordinator (1 year clean time)

1. Responsible for maintaining literature and medallions.
2. Attends monthly ASC meetings to get chips, literature and meeting schedules.
3. Hands out chips at BSM with one volunteer (determined by Literature Coordinator)

H. Events Coordinator (1 year clean time)

1. Should have prior service experience within the NA structure.
2. Maintains calendar of events with contact list.
3. Works with sponsoring meetings (ie. provides necessary forms and communication).
4. Can represent the sponsoring meetings at Activities Meetings.
5. Must have a clear understanding of Guidelines.
6. Responsible for timing of the speakers.
7. Work with Literature Coordinator, Treasurer, Setup / Cleanup, Food and Beverage to determine if needs are

met for events.

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

1. Create event flyers and sign up sheets for approval by Activities and ASC Vice Chair.
2. Upon approval, copy and send flyers to ASC and send electronically to the ASC Vice Chair for posting to the website.
3. Print flyers to distribute to ASC meetings.
4. Secure event sites with input from subcommittee prior to finalizing.
5. Obtain proper insurance for event sites from Northern California Regional Services Office (NCRSO) via SC Regional Committee Members.
6. Be liaison with onsite personnel.

J. Setup / Cleanup Coordinator (6 month clean time requirement)

1. Responsible for setting up chairs and tables prior to events.
2. Responsible for breaking down chairs and tables following events.
3. Purchase, gather and setup decorations as needed for events.
4. Assigns volunteers as necessary for setup and clean up at events.
5. Records before and after video of the venue.

***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 of quorum is needed to pass a motion.
- D. A 2/3 of voting members present 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 notification to the chair or vice chair, gives up their vote on the Activities Subcommittee.

VII. Activities Subcommittee Participation

- A. All subcommittee officers are to attend all subcommittee meetings from beginning to end.
- B. All voting members are encouraged to attend and contribute to the success of events the committee puts on.
- C. All activities, budgets and associated costs are to be voted on by the committee.
- D. All activities are to be approved by ASC.
- E. Requests to promote or raise funds at any event sponsored by the Activities Subcommittee need to be presented at an Activities Subcommittee business meeting and approved by the voting members.
- F. The committee shall determine suggested donation pricing prior to the event.
- G. 2 years clean time required for the codes to access the storage unit.

VIII. Management of Funds

- A. All Reimbursements of funds require a receipt.
- B. In accordance with the 7th tradition trying to be fully self-supporting, the committee will bring a budget with less than \$4000.00 deficit per fiscal year for approval.
- C. Budgets are due for subcommittee approval by March. After approval by subcommittee budgets are due at ASC by the first Monday of April (when they meet).
- D. Members handling Activities Committee monies generated from events must have two years clean time.
- E. Chair or Treasurer to handle funds if additional resources are needed.
- F. Members handling 7th tradition funds must have two committee members verify funds.