

Washington County Narcotics Anonymous Activities Subcommittee Guidelines

SECTION 1 - PURPOSE:

To serve Washington County by offering activities that celebrate our recovery and carries the NA message. We strive to foster the unity and growth of NA as a whole.

SECTION 2 – GUIDING PRINCIPLES:

The guiding principles of the Activities Subcommittee will be the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous, and these guidelines will at no time supersede the spiritual principles of the NA program.

SECTION 3 – DEFINITION & MEMBERSHIP:

- The name of this subcommittee will be the Activities Subcommittee of Washington County Narcotics Anonymous (to be further referenced simply as the Activities Subcommittee).
- The Activities Subcommittee is directly accountable to Washington County LSU (Local Service Unit), and all functions of the subcommittee will be in the spirit of service to the area.
- Any member of Narcotics Anonymous is welcome to join the Activities Subcommittee. To become an active, voting member of the Activities Subcommittee, said member must attend two consecutive activities meetings. A member becomes inactive after missing two consecutive meetings without communication with a committee officer.
- All decisions, except elections, will be determined by consensus. If consensus cannot be reached, a majority vote will be conducted.
- The elected positions in the Activities Subcommittee are Vice Chair, Secretary and Treasurer. These elections will be decided by simple majority of those present, with the Chair only voting to break a tie.
- Nominations and elections will occur at the first Activities Subcommittee meeting following LSB (Local Service Board) elections.
- The Activities Subcommittee will meet monthly, at a place and time determined by the subcommittee.

SECTION 4 – FUNDING:

- Events are funded by an operating budget for the Activities Subcommittee as defined by the WCNA LSU. Additionally, all activities are to be planned revenue neutral, and all money above the original operating budget will be deposited in the WCNA general account by the LSB Treasurer.
- If the balance of the operating budget becomes diminished or insufficient, the Activities Subcommittee will decide whether the balance needs to be replenished, and if so, will request funding from LSB.

- Fundraising may be done provided the following conditions are met:
 - The money raised is for a specific event, not to fund LSU services or to replenish the Activities operating budget.
 - The funds are turned over to the Activities Treasurer weekly.
 - Funds are deposited into the LSB general account, but are earmarked for the event and will be distributed to the Activities Subcommittee upon request.
- Whenever possible, checks are to be made payable to the vendors and facilities of the event, not to individual NA members.

SECTION 5 – ELECTED AND APPOINTED POSITIONS:

In addition to any qualifications listed below, all elected and appointed members of the Activities Subcommittee are to be members of Narcotics Anonymous with a working knowledge of the Twelve Traditions and an understanding of the Twelve Concepts of NA. Furthermore, a requirement of all positions is to train their replacement.

Trusted servants should be selected first on the basis of their qualifications, and secondly on their willingness.

The Activities Subcommittee, as a whole, is responsible for ensuring that all trusted servants are fulfilling their responsibilities. The relief of a trusted servant from their position will be immediately considered if any of the following conditions are met:

- Loss of abstinence / relapse
- Mismanagement of NA funds
- Failure to attend the Activities Subcommittee meeting for two consecutive months
- Other behavior not in accordance with the spiritual principles as described by our literature.

Chairperson:

- Elected by, and directly accountable to WCNA LSU.
- Facilitates monthly subcommittee meeting.
- Provides a monthly subcommittee report, including a financial report, to WCNA LSB.
- Attends, or has a delegate attend, the Regional Activities Subcommittee meeting quarterly.
- Submits Activities budget (planned events for the year) to LSB in March.
- Has at least 2 years continuous clean time.
- Votes only in case of a tie.

Vice Chairperson

- Elected by, and directly accountable to, the Activities Subcommittee.
- Facilitates monthly subcommittee meeting in the absence of the Chairperson.
- Has at least 2 years continuous clean time.
- Will step in as Event Coordinator in the event that someone needs to step down in this position.

Secretary

- Elected by, and directly accountable to, the Activities Subcommittee.
- Takes meeting minutes and distributes within 1 week to all members of the Activities Subcommittee and other interested persons in an appropriate manner.
- Maintains an archive of all physical and electronic documents for the Activities Subcommittee, and has these documents available at the Activities Subcommittee meetings.
- Has at least 6 months continuous clean time.

Treasurer

- Elected by, and directly accountable to, the Activities Subcommittee.
- Prepares a monthly financial report for the Activities Chairperson to present at LSB.
- Responsible and accountable for managing the operating budget of the Activities Subcommittee.
- Receives funds from members collecting money for fundraising and selling merchandise in a timely manner.
- Solely responsible for depositing funds into the LSB checking account in a timely manner and alerts the LSB Treasurer when deposits are made.
- Has at least 2 years continuous clean time.

Event Coordinator:

- Appointed by, and directly accountable to, the Activities Subcommittee.
- The length of the service commitment will vary, but should not start later than six months before the event or end sooner than one month after the event.
- Facilitates planning and discussion at Activities and is the single point of accountability for all aspects of the event and fundraising.
- Prepares written report for the event each month and presents the report at the Activities Subcommittee Meeting.
- Delegates responsibilities whenever possible.
- All persons handling money will have 2 years clean time.
- Prepares written report for the event each month and presents the report at the Activities Subcommittee Meeting.
- Completes an event form after the event, which includes a complete history of the event, full financial disclosure, an inventory of surplus supplies, and key learning's from the event. Plus all receipts.
- Be an active member of Activities for at least 6 months.

Event Coordinator for the Campout and New Year's Eve:

- Duties will be the same as the above definitions with these exceptions:
 - The length of the service commitment will be 12 months
 - The Campout Coordinators term will begin in August and ends in August following the event.
 - The New Year's Eve Coordinator term will begin in February and ends in February following the event.
 - Have been an Event Coordinator for a minor event.

Event Procedure:

1. Based on the results from the Area survey, Activities Subcommittee selects an event. Survey should go out to the GSR's in January.
2. All decisions for the event will be discussed and decided at the Activities Subcommittee.
3. A person with the qualifications required is appointed Event Coordinator by the Activities Subcommittee.
4. Event Coordinator then secures the facility, food, entertainment, merchandise, trusted servants, etc. for the event. Fills out a flier form to have fliers made. Checks for expenses are provided by the LSB Treasurer and given to the Activities Chair, Vice Chair or Activities Treasurer.
5. Fliers are created by the person delegated at the Activities Subcommittee for a specific event per the flier form. The Activities Subcommittee or Activities Chair will approve the flier and distribute at the next LSB.
6. Event takes place
7. Income from event is given to the Activities Treasurer within one week of the event.
8. "Thank You" cards are sent completed by the Activities Subcommittee within 14 days.
9. Event Coordinator fills out event form and presents it at the next Activities Subcommittee meeting with all receipts.
10. Activities Chairperson presents a summary of the activity at next LSB.
11. All supplies from event will be returned to storage within 14 days of event.

Event Procedure/Non Budgeted Activities:

1. Activities will create an event proposal, including tentative time, date, location and financial expenses to the LSB for approval.
2. Activities Chairperson proposes the event at the next LSB, and GSR's consent or modify.
3. Then please follow steps 2 through 11 in above procedures.