

# **STANISLAUS VALLEY GROUPS OF NARCOTIC ANONYMOUS**



## **AREA ACTIVITIES SUBCOMMITTEE GUIDELINES**

Everything that occurs in the course of N.A. service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we begin this work. We must always remember that as individual members, groups and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our Fellowship~ it prevents us from providing the services necessary for growth.

Basic Text: Introduction, Page XVI

Approved 10/31//2010

## **PURPOSE**

The Activities Committee is here to help carry the message of recovery to addicts. It attempts to promote unity in our area and helps to bring our membership together in the celebration of recovery. The Activities Committee achieves this by sponsoring functions throughout the year and by holding an Annual Area Celebration at the end of the fiscal year. Because events are sponsored by service committees of NA, they should always adhere to the Twelve Traditions and Concepts of NA and reflect our primary purpose.

## **COMMITTEE MEETINGS**

All activities Committee meetings should take place at a regularly scheduled time and place. The purpose of these meetings is to compile, share and discuss information regarding the planning of events, other committee functions, as well as the Area Celebration. Committee meetings are to take place on a monthly basis, unless otherwise determined by the committee.

The meetings suggested agenda is as follows:

- Opening: begin with moment of silence, followed by the Serenity Prayer, and Introductions of members/visitors.
  
- Reading of the Twelve Traditions and/or the Concepts.
  
- Written Reports: Chair  
Vice-Chair  
Treasurer  
Co-Treasurer  
Secretary (includes Minutes approval)  
Arts & Graphics  
Merchandise/Fundraising 1  
Merchandise/Fundraising 2  
Concessions  
Set-up/Take Down Coordinators 1 and 2
- Old Business
- Open Forum/New Business
- Passing of 7<sup>th</sup> Tradition (optional)
- Closing and Prayer

## **ACTIVITIES COMMITTEE**

Holding events is a tremendous responsibility, which requires significant planning, effort, dedication and sacrifice on the part of all of Activity Members involved. This process requires the combined efforts of many people, not just the elected committee members, and can be a complex and overpowering endeavor. The committee's structure is such that with team effort and each individual member doing their part cannot only be rewarding to the addicts in our fellowship but to all that have provided their efforts. Therefore, careful consideration should be made when assigning responsibilities. Although some members of the committee may change from year to year, enough experienced members usually remain to ensure an effective planning process.

Election of trusted servants should be based upon qualifications and experience. A description of Executive Committee members' duties is printed in these guidelines. Effort, however, should be made to encourage support and participation from all N.A. members. Care should also be exercised during the planning process to involve as many individuals who care to participate. Any member who holds an elected position or participates on a regular basis at the committee meetings is considered a member of the committee.

Voting privileges are extended to all Activities Committee members as outlined under Committee Members. All Executive Committee members are expected and required to attend all committee meetings and functions. Voting privileges of any member will be lost after the second unexcused absence from two consecutive meetings or functions. When possible, any absence is to be brought to and approved by the entire committee. Any unexpected absence must be brought to the attention of the Chair or Vice-Chair as early as possible prior to meeting or function to be missed.

Committee members are a vital part to the functioning of the committee and individuals should expect to be replaced if they are unable to serve or perform their duties for any reason. Naturally, relapse necessitates replacement. It would be a contradiction of the primary purpose of NA to allow someone to serve who is unable to stay clean. In the event that any Executive Committee Member is relieved from their position, for any reason, the committee shall inform the AS.C. of the opening at the next scheduled meeting of the AS.C. Elections will be held at the next Activities Committee Meeting following that AS.C. meeting.

All monies from the activities committee, with full financial report are turned over to the AS.C. with the exception of \$1,350.00, \$1,000.00 in seed money and \$350.00 for the free dance. These monies are turned over to the next activities committee once the new Chairperson is elected.

The free dance is held as the last event hosted by the old activities committee serving as a "Thank You" to the area for their support throughout the year. The free dance cost should not exceed the \$350.00 set aside for that purpose.

## **COMMITTEE MEMBERS**

Suggested requirements and qualifications for the Executive Committee and other members of the Activities Committee are outlined below.

<b>Positions</b>	<b>Clean time requirement</b>
Chairperson	2 years
Vice-Chair	1 year
Treasurer	2 years
Co- Treasurer	2 years
Secretary	1 year
Arts & Graphics	1 year
Merchandise/Fundraising 1	1 year
Merchandise/Fundraising 2	1 year
Concessions	1 year
Set-up/Take Down Coordinator 1- 2	6 months
Active voting members	No clean time requirement

### **Qualifications**

- Working knowledge of the 12 Steps/Traditions and concepts.
- Willingness and desire to serve
- Ability to exercise patience, tolerance and understanding.
- Active participation in N.A. is required of all committee members.
- Willing to sign a memorandum of financial responsibility (SVGNA MOFR)

## **DUTIES**

### **Chairperson: 2 years clean time**

- Prior service on the activities committee; understands the responsibilities and functions of all other committee members; administrative abilities.
- Delegate's tasks to other committee members. Stays informed of other committee members' work and provide help and guidance when needed.
- Helps resolve personality conflicts.
- Keeps activities within the principles of the Twelve Traditions and Concepts of Service and in accordance with our primary purpose.
- Monitors the committee's finances and overall activity costs, and helps compile the yearly budget.
- Prevents important issues from being decided prematurely, in order to foster understanding by the entire committee prior to action.
- Allows committee members to do their jobs while providing support and guidance.
- Votes only in a tie.
- One year term; not to serve more than 2 consecutive terms.
- Co-signer on checking account.

### **Vice-Chairperson: 1 year clean time**

- Understands the responsibilities and functions of the Chair and all other committee members prior service on the activities committee.
- Acts as Chairperson if the Chair is unavailable.
- Works closely with the Chairperson to help delegate responsibilities to other members and ensure the smooth functioning of the committee.
- Willingness to become Chairperson the following year.
- Seeks out and secures facilities for events and functions once approved by committee.
- Serves as a liaison between activities committee and all outside facilities for the use of perspective facilities.
- Helps coordinate events prior to and during the event.
- Co-signer on checking account.

### **Secretary: 1 year clean time**

- Prior service experience; ability to take accurate minutes of committee meetings.
- Keeps accurate minutes of all committee meetings for approval at the next meeting and provides copies to all members and 1 for the archives.
- Maintains a current list of Activity Committee member's names and phone numbers.
- To be computer literate.

### **Treasurer: 2 years clean time**

- Prior service experience; good accounting skills; recommended that this person be financially stable.
- Works with the Chairperson, Vice Chair and Co-Treasurer to prepare yearly budget. The budget is based on the committee's recommendations as to the monies it will need to carry out its purpose. The budget may be revised during the year if needed.
- Responsible for all monies, pay all bills, and advise committee on balance, income and expenditures.
- Responsible for collecting receipts from members for money paid out.
- Compares financial balance with the yearly budget to monitor the financial health of the committee.

- Saves all records of income and expenditures in case of audit by the IRS.
- Disperses all accounts payable over \$10.00 in check form.
- Co-signer on checking account.

**Co-Treasurer: 2 years clean time**

- Prior service experience; good accounting skills and willingness to learn.
- Works hand in hand with Treasurer in all above duties.
- Fills in for Treasurer in his/or her absence.
- Willingness to serve as Treasurer the following year.
- Co-signer on checking account.

**Arts & Graphics: 1 year clean time**

- Initiates theme and logo contest for Unity Day.
- Produces flyers for committee events/functions.
- Provide copies of flyers at ASC for distribution by GSR's at meetings.
- Mails or provides flyers to RCM for distribution to other areas/Regions.
- Helps the designing and printing of merchandise/banners/programs for events.
- Have a working knowledge of the 12 Traditions/Concepts.

**Concessions: 1 year clean time**

- Purchase all needed concessions for events.
- Store and track all inventory for concessions.
- Plan and oversee concession sales during events.
- Turnover all funds to treasurer with receipts after events.

**Merchandise/Fundraising 1: 1 year clean time**

- Manage merchandise inventory.
- Coordinates all raffles and auctions.
- Promote sales, track items given to members to sell and communicate & turnover funds to treasurer in timely fashion.
- Submit written report of inventory, income, and expense reports monthly.
- Keeps open communication with Arts/Graphics member.

**Merchandise/Fundraising 2: 1 year clean time**

- Assists merchandise/fundraising person #1 with all above duties.
- Fills in for the merchandise/ fundraising person #1 when absent.

**Set-up/Take-Down Coordinators 1 and 2: 6 months clean time**

- Responsible for the coordination of setting up and taking down of events.
- Purchases and coordinates decorations for all events.
- Recruits able bodies to assist in the set-up and cleanup of events.

**Active voting members: No clean time requirement**

- Willingness to serve and help out in various capacities.
- Considered a voting member of the committee upon attendance of the 2<sup>nd</sup> consecutive committee meeting.

**Attachments: Attachment A; Financial guidelines**