

# Talent Show Subcommittee Guidelines

## Monterey County Narcotics Anonymous

Revised April 2015

### Duties of the Talent Show Subcommittee

#### I. Purpose

The purpose of the Monterey County Talent Show Subcommittee is to plan and carry out the Annual Talent Show, by providing talent with active members of Narcotics Anonymous in order to carry the message of recovery and unity to fellow recovering addicts.

#### II. Function

- A. To operate within the guidelines of the Monterey County Area Service (ASC) and the Activities Subcommittee.
- B. To hold Business Meetings on a regular basis at a specified location.
- C. To record and provide minutes of all Business Meetings.
- D. To report to the ASC at the monthly meeting and give a complete and accurate financial and written report.

#### III. General

Elected Officers should have a commitment to service, willingness and resources to do the job, an active email account, and a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous. Elected Officers should attend as many NA Meetings as possible. All terms are to be held for one year with no more than two consecutive terms being served in the same position. Be willing to work with the following year's committee during their initial setup.

#### IV. Policies

It is suggested that all performers be members of Narcotic Anonymous. Any filming or photos of the event is prohibited in accordance of the 11<sup>th</sup> Tradition.

#### V. Structure of Elected Officers

- A. Participants: This Committee shall be comprised of an Administrative Committee, and those who attend Committee Meetings on an ongoing regular basis.
- B. Eligible Voters:
  1. Policy matters; the Administrative Committee shall set policies for the Committee, and policies shall then be brought before the ASC for fellowship approval.
  2. All other matter; those persons who attend two consecutive Committee Meetings may vote.
  3. Those persons who miss two consecutive Committee Meetings may not vote.

## **VI. Qualifications and Duties of Officers**

### **Chairperson**

#### *Requirements:*

A minimum of two years clean time.  
Previous experience at Area level.

#### *Duties:*

- a. Preside over regular business meetings of the Talent Show Subcommittee while remaining objective and impartial.
- b. Responsible for maintaining order at business meetings by requiring anyone who wishes to speak to raise his or her hand.
- c. May not make or second a motion or vote unless there is a tie.
- d. Oversee all Subcommittee functions.
- e. Attend monthly ASC Meeting.
- f. Report all Subcommittee activities to the ASC with a written Report.
- g. Assume and carry out the duties of any absent members of the Committee.
- h. Attend all Subcommittee Meetings and related functions.
- i. Address coffee, refreshments, audio/visual, venue, parking costs, insurance, maps, rent and contract negotiations.
- j. Furnish an agenda for all Business Meetings.
- k. Responsible for retrieving items from and returning items to Storage Facility; including archives.

### **Vice Chairperson**

#### *Requirements:*

A minimum of two years clean time.  
Previous experience at the Area level.  
Willingness to become Chairperson upon approval by Subcommittee.

#### *Duties:*

- a. Assume any and all duties of the Chairperson in the absence of the Chairperson.
- b. Work with and assist all other members of this Subcommittee.
- c. Attend all Subcommittee Meetings and related functions.
- d. May not make a or second a motion or vote unless there is a tie; if acting as Chairperson.
- e. Serve as Secretary of the Meeting on the day of the event.

### **Treasurer**

#### *Requirements:*

A minimum of three years clean time.

Must be gainfully employed.

*Duties:*

- a. Custodian of this Subcommittees funds.
- b. Keep an accurate financial ledger with all deposits audited and verified by the Chairperson and Vice Chairperson; give a financial report at every Business Meeting.
- c. Pay all approved expenses.
- d. Responsible for insuring that all funds are deposited in the bank within 48 hours of the event. This will involve coordination with the ASC Treasurer.
- e. Provide all reimbursement forms and payments.
- f. Work with ASC Treasurer regarding Sales Taxes.
- g. Responsible for securing event insurance from NCRSO.
- h. Accountable for all disbursement of tickets and tickets sales.
- i. Attend all Business Meetings and related functions.
- j. Maintain Petty Cash flow.
- k. Collect 7<sup>th</sup> Tradition.
- l. Work with ASC Treasurer using the 'square'.

**Secretary**

*Requirements:*

A minimum of six months clean time.

Word Processing experience and access to a computer.

*Duties:*

- a. Record minutes and attendance; maintain accurate records of all meetings in electronic and hardcopy form.
- b. Email Subcommittee members the Meeting Minutes prior to the following scheduled Business Meeting.
- c. Attend all Subcommittee Meeting and related functions.
- d. Maintain a list of all Subcommittee Members and their contact information.
- e. Inform all Subcommittee Members of Meetings.
- f. Responsible for all correspondence and Thank You letters.

**Entertainment Coordinator**

*Requirements:*

A minimum of one year clean time.

*Duties:*

- a. Attend all Business Meetings and related functions.

- b. Provide Report at each Business Meeting.
- c. Collect and contact members interested in performing. Solicit Speaker for Meeting at the event.
- d. Organize House Band, where applicable.
- e. Schedule and coordinate Round-up Rehearsal if needed.
- f. Responsible for organizing and proposing a Program for the entertainment of the Talent Show.
- g. Proposed Program must receive Subcommittee approval.

### **Arts & Graphics Coordinator**

#### *Requirements:*

A minimum of one year clean time.

#### *Duties:*

- a. Responsible for developing all Subcommittee approved flyers and coordinating with PR Subcommittee, Web-servant and Talent Show Chairperson for fellowship distribution.
- b. Responsible for developing banner, programs, flyers, directional posters, maps of the Talent Show area and vicinity, decorations, event tickets, and merchandise artwork designs. All material must be Subcommittee approved. Coordinate logo contest, when applicable.
- c. Assist Merchandise Coordinator in providing logo to silkscreen vendor.
- d. Attend all Business Meetings and related functions.

### **Master of Ceremonies**

#### *Requirement:*

A minimum of one year clean time.

#### *Duties:*

- a. Attend all Business Meetings and related functions.
- b. Coordinate with Entertainment Coordinator during event.
- c. Announce performers, assist Raffle Coordinator and make announcements during the Talent Show.

### **Dinner Coordinator**

#### *Requirements:*

A minimum of two years clean time.

Culinary/catering experience.

#### *Duties:*

- a. Create menu and prepare budget for Subcommittee approval 90 days prior to the event.
- b. Attend all Business Meetings and related functions.
- c. Make necessary purchases to prepare and serve meals.
- d. Prepare and serve meals at event.
- e. Recruit and coordinate volunteers for assisting with cooking and serving.
- f. Clean up kitchen area, as per facility requirements.

### **Clean-up Coordinator**

*Requirements:*

A minimum of six months clean time.

*Duties:*

- a. Recruit and coordinate volunteers for clean up at event.
- b. Responsible for ensuring venue is clean during and after event, including coffee station and smoking area.

### **Raffle Coordinator**

*Requirements:*

A minimum of two years clean time.

*Duties:*

- a. Assertively pursue donations for raffle without violating NA Traditions.
- b. Maintain an accurate ledger of all donations provided and report to Subcommittee at each Business Meeting.
- c. Responsible for holding and transporting donations and conducting raffle at event with the help of the Master of Ceremonies.

### **Merchandise Chairperson**

*Requirements:*

A minimum of two years clean time.

*Duties:*

- a. Assist Arts & Graphics Coordinator with Logo for Event.
- b. Propose merchandise ideas and provide three bids for Subcommittee approval according to timeline.
- c. Recruit and coordinate Volunteers to assist in the Sales of Merchandise.
- d. Turn in proceeds to Treasurer at each Business Meeting.
- e. Sell merchandise prior to event at meetings, events and conventions, in order to raise funds for event; sell remaining inventory at event.
- f. Provide financial report on merchandise sales and running inventory at each Business Meeting.