

Monterey County Activities Subcommittee Guidelines

(Revised September 2009)

I. Purpose:

- A. To provide events and activities to generate fellowship and friendship among area membership.
- B. To provide for the social needs of individuals learning to live clean.
- C. To raise funds to help meet the fiscal needs of the area.
- D. To observe and maintain strict adherence to the Twelve Traditions of Narcotics Anonymous.

II. Functions:

- A. To hold meetings on a regular monthly (minimum) basis and at a specified location.
- B. To maintain a checking account;
 - 1. To accrue and maintain a \$500.00 minimum, not to exceed annual budget as per ASC guidelines. All monies in excess will be turned over to Area.
- C. To report to the Area Service Committee at the monthly meeting as to planned activities and to give a complete and accurate financial report.
- D. To organize and operate activities and fundraising events for the benefit of the N.A. Fellowship as a whole.
- E. To ensure that all activities will be inclusive of all members, that no activity will exclude any member due to sex, race, religion, sexual preference, or financial instability.

III. Structure of Elected Officers:

- A. Participants: This committee shall be comprised of a five (5) member 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, said policies shall then be brought before the ASC for fellowship approval.
 - 2. All other matters; those persons who attend two (2) consecutive committee meetings may vote.
 - 3. Those persons who miss (2) consecutive regularly scheduled meetings may not vote.

IV. Qualifications and Duties of Officers:

- A. Chairperson:
 - 1. Requirements:

- a. One (1) year continuous abstinence from all drugs with previous experience at the area level.
 - b. A working knowledge of the Twelve Traditions and the Twelve Concepts and an understanding of the service structure of Narcotics Anonymous.
2. Duties:
- a. Bring before the meeting of the committee such matters that should be acted upon by furnishing an agenda.
 - b. Carry out policies and orders for the committee.
 - c. Maintain a business like discipline in the meeting but remain objective and impartial at all times.
 - d. Cosigner on Activities Committee checking account.
 - e. Attends all Activities Committee meetings and activities.
 - f. Responsible for retrieving items from and returning items to ASC storage facility.
 - g. Must be an active member of Narcotics Anonymous.
 - h. Attends ASC meeting and gives report to ASC
 - i. The term of the position is one (1) year.

B. Vice Chairperson:

- 1. Requirements: Same as for the Chairperson.
- 2. Duties:
 - a. In the absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson.
 - b. Coordinates committee activities.
 - c. Cosigner on Activities Committee Checking account.
 - d. Attends all Activities Committee meetings and activities.
 - e. Must be an active member of Narcotics Anonymous.
 - f. Creates and distributes committee and PR approved flyers for all upcoming activities and emails Schedule Coordinator and Webservant and other areas, as needed.
 - g. The term of this office is one (1) year.

C. Treasurer:

- 1. Requirements:
 - a. Three (3) years continuous abstinence from all drugs.
 - b. The treasurer should be a careful guardian of Activities Committee funds.
 - c. Must be gainfully employed and able to open a checking account.
- 2. Duties:
 - a. Serve as custodian and cosigner of Activities Committee Bank Account.
 - b. Keep and maintain all receipts and the financial ledger of the Activities Committee and provide Chairperson with copy of bank statement for ASC meeting.

- c. Maintains petty cash flow.
- d. Responsible for insurance arrangements through NCRSO.
- e. Create and provide a report of all income and expenses at each general business meeting.
- f. Create and provide an annual budget at the beginning of each fiscal year as per ASC guidelines.
- g. Create and provide a financial statement at the end of his/her term in office.
- h. Attend all Activities Committee meetings and activities.
- i. Be an active member of Narcotics Anonymous.
- j. The term of this office is one (1) year.

D. Secretary:

- 1. Requirements: Six (6) months continuous abstinence from all drugs.
- 2. Duties:
 - a. To record the minutes of all Activities Committee meetings. The minutes should be a complete and concise record of the meetings.
 - b. To keep contact information of all committee members.
 - c. To retain all Activities Committee minutes and guidelines and to make them available to the Activities Committee. The previous meeting minutes shall be emailed to all committee members prior to each meeting.
 - d. To be responsible for creating and maintaining correspondence and archives.
 - e. Attend all Activities Committee meetings and activities.
 - f. Be an active member of Narcotics Anonymous.
 - g. The term of this office is one (1) year.

V. Operational Guidelines:

A. Voting procedures:

- 1. A quorum of this body shall be two thirds (2/3) of its voting members. Voting members are officers and participants who have attended two (2) consecutive meetings.
- 2. A simple majority vote will suffice in all but guideline changes, in which a two thirds (2/3) majority vote is required.
- 3. Motions can only be made by voting members of this body.
- 4. An officer of this body can be removed from office by a two thirds (2/3) majority vote of its members.
- 5. Chairperson shall only cast a vote in the event of a tie.

B. Attendance:

Officers shall attend all regular committee meetings and activities. In the event an officer cannot attend he/she shall notify Chairperson. If two (2) consecutive meetings are missed, the Chairperson shall bring the matter before the committee for review.

C. Business Meetings:

It shall be the responsibility of this committee to hold a business meeting prior to the monthly Area Service Committee meeting, and other meetings as necessary to carry out the function of this committee.

D. Activity Functions:

1. A Narcotics Anonymous meeting shall be associated with each activity.
2. Activities must be communicated to the fellowship at least 60 days prior to date of activity or fundraiser.