



## Monterey County Area Narcotics Anonymous Pig Roast Guidelines APPROVED May 2, 2018

- I. Purpose:
  - A. The Pig Roast is a fundraiser for Monterey County Area Narcotics Anonymous Hospitals and Institutions Subcommittee (H & I).
  - B. The Pig Roast is a committee of H & I Subcommittee.
  - C. To observe and maintain strict adherence to the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- II. Functions:
  - A. To hold meetings on a regular monthly (minimum) basis at a specified location while committee is active.
  - B. To maintain a checking account.
  - C. To report to the monthly H & I Subcommittee meeting and provide a detailed accurate financial report.
  - D. To ensure that this event will be inclusive of all members, that this event will not 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 Twelve (12) or more members, the administrative committee and those who attend committee meetings on a regular basis.
- IV. Qualifications and Duties of Officers:
  - A. Chairperson:
    1. Requirements:
      - a. 3 years continuous abstinence from all drugs and a willingness to develop a better understanding of H & I, the 12 Steps, 12 Traditions and Concepts and an understanding of the service structure of NA.
      - b. Must be an active member of Narcotics Anonymous.

## 2. Duties:

- a. Furnishes an agenda for all committee meetings.
- b. Maintain a businesslike discipline in the meeting but remains objective and impartial at all times.
- c. A secondary signer on the Pig Roast Committee checking account.
- d. Attends all Pig Roast meetings and event.
- e. Responsible for retrieving items from and returning items to the ASC storage facility.
- f. Shall act as MC on day of event.
- g. Attends H & I Subcommittee meeting and gives a detailed report.
- h. The term of this position is 13 months, the last month serving conjointly with the new Chair in a mentor role.

## B. Vice Chair

### 1. Requirements:

- a. 3 years continuous abstinence from all drugs and a willingness to develop a better understanding of H & I, the 12 Steps, 12 Traditions and Concepts and an understanding of the service structure of NA.
- b. Must be an active member of Narcotics Anonymous.
- c. A willingness to become Chair in the following year and a willingness to become Chair if he/she is unable to serve.

### 2. Duties:

- a. In the absence of the Chairperson, the Vice Chair shall perform duties of the Chair.
- b. Attends all Pig Roast meetings and the event.
- c. Work with and assist all other members of this committee.
- d. The term of this position is 13 months, the last month serving conjointly with the New Vice Chair.

## C. Treasurer

### 1. Requirements:

- a. 3 years continuous abstinence from all drugs (no waiving of clean time) and a willingness to develop a better understanding of H & I, the 12 Steps, 12 Traditions and 12 Concepts and an understanding of the service structure of NA.
- b. Must be an active member of Narcotics Anonymous.
- c. Must have a source of income and qualify to become a signer on the checking account.
- d. Ability to keep accurate electronic records.

### 2. Duties:

- a. Serve as a custodian and cosigner of the Pig Roast bank account and funds.
- b. Keep and maintain all receipts and the financial records of the Pig Roast and provide Chairperson with a copy of the bank statement and a monthly reconciliation for H & I subcommittee meeting.
- c. Issues petty cash as needed.
- d. Responsible for insurance arrangements through NCRSO and is responsible for execution of release of liability.
- e. Create and provide a report, including balance sheet of all income and expenses at each general business meeting.

- f. Create and provide an annual budget at the beginning of September to the H & I Subcommittee.
- g. Create and provide a closing financial statement including payments to vendors and CA Dept. of Tax and Fee Administration no later than 30 days after the event.
- h. Attends all Pig Roast committee meetings and event.
- i. Organizes all monies and collection the day of the event with the Vice Treasurer to be deposited no later than 1 week after close of the event.
- j. Reserve venue for the next year and give deposit to save the date (4th Saturday in August).
- k. The term of this position is 13 months, the last month serving conjointly with the new Treasurer in a mentor role.

#### D. Vice Treasurer

##### 1. Requirements:

- a. 3 years continuous abstinence from all drugs and a willingness to develop a better understanding of H & I, the 12 Steps, 12 Traditions and Concepts and an understanding of the service structure of NA.
- b. Must be an active member of Narcotics Anonymous.
- c. Ability to keep accurate records.
- d. A willingness to become Treasurer in the following year.

##### 2. Duties:

- a. Create, print and distribute presale tickets and keep an accurate report of ticket sales.
- b. In the absence of the Treasurer, the Vice Treasurer shall perform the duties of the Treasurer.
- c. Assists the Treasurer organizing all monies the day of the event.
- d. The term of this position is 13 months, the last month serving conjointly with the new Vice Treasurer in a mentor role.

#### E. Merchandise Chair

##### 1. Requirements:

- a. 3 years continuous abstinence from all drugs and a willingness to develop a better understanding of H & I, the 12 Steps, 12 Traditions and 12 Concepts and an understanding of the service structure of NA.
- b. Must be an active member of Narcotics Anonymous.
- c. Ability to keep accurate records.

##### 2. Duties:

- a. Responsible for handling all merchandise.
- b. Obtains 3 bids from vendors to bring back to the Pig Roast meeting for review/approval. Works with MCANA Merchandise Liaison.
- c. Must obtain a copy of the resale license from MCANA and a letter from MCANA Chair to request permission to sell merchandise for any events outside our area.
- d. Maintain accurate records of merchandise and cash on hand.
- e. All monies above \$300 to be turned over to the Treasurer to be deposited within 1 week.
- f. Must obtain petty cash check for \$80 from Treasurer prior to event(s).
- g. May not sell previous years leftover merchandise until January of the following year.

- h. Can sell current merchandise upon arrival.
- i. The term of this position is 13 months, the last month serving conjointly with new Merchandise Chair in a mentor role.

#### F. Recording Secretary

##### 1. Requirements:

- a. 6 months continuous abstinence from all drugs and a willingness to develop a better understanding of H & I, the 12 Steps, 12 Traditions and 12 Concepts and an understanding of the service structure of NA.
- b. Must be an active member of Narcotics Anonymous.
- c. Must have access to a computer with word processing and internet access.

##### 2. Duties:

- a. Keeps written minutes of meetings.
- b. Makes contact with various areas' web servant to post event flyers including Region.
- c. Performs correspondence functions with other groups, events, and suppliers as needed.
- d. Prepares and distributes minutes from previous meeting.
- e. All archives to be placed in the Archive Area in the MCANA Storage Unit.
- f. Attends all Pig Roast meetings and event.
- g. Responsible for creating the logo contest flyer and event flyer for committee approval.
- h. The term of this position is 13 months, the last month serving conjointly with new Recording Secretary in a mentor role.

#### G. Food and Beverage Coordinator:

##### 1. Requirements:

- a. 3 years continuous abstinence from all drugs and a willingness to develop a better understanding of H & I, the 12 Steps, 12 Traditions and 12 Concepts and an understanding of the service structure of NA.
- b. Must be an active member of Narcotics Anonymous.
- c. Ability to coordinate the food and beverage preparation for a large event (400+).
- d. Ability to keep accurate records.

##### 2. Duties:

- a. Present committee with a typed menu for approval.
- b. Present committee with a typed budget at least 60 days prior to event.
- c. Inventory items in storage for event.
- d. Must obtain a check from Treasurer to purchase food etc. prior to event or when Food Coordinator requests it.
- e. Shop for and transport all menu items, disposables and cooking items to the event.
- f. Recruit volunteers to help with beverage sales, food preparation and serving.
- g. Attends all Pig Roast meetings.
- h. The term of this position is 13 months, the last month serving conjointly with the new Food and Beverage Coordinator in a mentor role.

#### H. Kid's Games Coordinator:

##### 1. Requirements:

- a. 1 year continuous abstinence from all drugs and a willingness to develop a better understanding of H & I, the 12 Steps, 12 Traditions and 12 Concepts and an understanding of the service structure of NA.
- b. Must be an active member of Narcotics Anonymous.
- c. Become familiar with Area, Regional and World policies regarding care of /working with minors.

##### 2. Duties:

- a. Able to coordinate games and activities for the children the day of the event.
- b. Recruit volunteers to help with duties.
- c. Attends all Pig Roast meetings and event.
- d. Obtain check from Treasurer for funds to purchase games, etc. if needed. Check in Area Storage for games prior to purchasing.
- e. The term of this position is 13 months, the last month serving conjointly with the new Kid's Coordinator in a mentor role.

#### I. Clean Up Coordinator:

##### 1. Requirements:

- a. 6 months continuous abstinence from all drugs and a willingness to develop a better understanding of H & I, the 12 Steps, 12 Traditions and 12 Concepts and an understanding of the service structure of NA.
- b. Must be an active member of Narcotics Anonymous

##### 2. Duties:

- a. Coordinates clean up around the park and cooking areas.
- b. Recruits volunteers from NA fellowship.
- c. Attends all Pig Roast meetings.
- d. The term of this position is 13 months, the last month serving conjointly with the new Clean Up Coordinator in a mentor role.

#### J. Opportunity Drawing Coordinator:

##### 1. Requirements:

- a. 3 years continuous abstinence from all drugs and a willingness to develop a better understanding of H & I, the 12 Steps, 12 Traditions and 12 Concepts and an understanding of the service structure of NA.
- b. Must be an active member of Narcotics Anonymous.
- c. Contact Chair of PR and Area Merchandise Liaison to learn the requirements for soliciting donations from the public entities and state guidelines.

##### 2. Duties:

- a. Create an opportunity drawing donation flyer to distribute to meetings/area.
- b. Seeks donations for opportunity drawing without violating NA Traditions.
- c. Recruit members with 3 years continuous clean time to assist with sales of opportunity drawing tickets the day of event. Minimum of three people including coordinator.

- d. Maintain an accurate record of all donations provided and report to subcommittee at each business meeting.
- e. Responsible for holding and transporting donations and conducting opportunity drawing at event.
- f. Be able to organize opportunity drawing donation items the day of the event.
- g. To obtain "opportunity drawing" tickets for sale.

K. Motorcycle Contest Coordinator:

1. Requirements:

- a. 1 year continuous abstinence from all drugs and a willingness to develop a better understanding of H & I, the 12 Steps, 12 Traditions and 12 Concepts and an understanding of the service structure of NA.
- b. Must be an active member of Narcotics Anonymous.

2. Duties:

- a. Create a motorcycle contest flyer to be distributed to Area and RCMs to other areas.
- b. Obtain Trophy's for winners.
- c. Collect \$5.00 entry fee when given the entry # for motorcycle on day of event.

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 prior to the vote.
2. A simple majority vote will suffice in all except guideline changes, in which a two-thirds (2/3) majority vote is required and must be approved by the H & I Subcommittee.
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) vote of its members. Quorum is required.
5. Chairpersons shall only cast a vote in the event of a tie.

B. Attendance:

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

C. Business Meetings:

1. It shall be the responsibility of this committee to hold a business meeting prior to the monthly H & I Subcommittee meeting and other meetings as necessary to carry out the function of this committee.



### **Suggested Time Line for Event:**

#### **January**

Elections – Fill All Positions  
Secretary to format Pig Roast Logo Contest flyer

#### **February**

Committee to approve Logo Contest flyer  
Forward flyer to PR for approval  
Distribute flyer to ASC and RCM  
Fill remaining positions

#### **March**

Committee to vote on Logo  
Make flyer with selected logo and get PR approval for distribution.  
Distribute flyer to ASC, Region and World.  
Merchandise Chair to send out for three bids  
Discuss merchandise to order  
Procure insurance from Region  
Book Portable Toilets

#### **April**

Committee to vote on bid for merchandise  
Check in with venue  
Discuss Entertainment  
Compile list of Treatment Centers  
Discuss discount prices for treatment centers

## **May**

Deposit for Portable Toilets  
Design and print tickets  
Start selling tickets  
Discuss Speakers for even  
Book and Confirm Entertainment

## **June**

Choose Door Prize  
Select Motorcycle Trophies  
Finalize Menu  
Finalize shopping list  
Send volunteer sign-up sheets to Area  
Reserve Cotton Candy and Snow Cone machines from Cathy's Jump House.  
(No Jump house allowed)

## **July**

Order additional merchandise if needed  
Continue to sell tickets  
Collect Raffle prizes  
Finalize all vendors  
Confirm with Speakers  
Distribute letter with flyer to treatment centers

## **August**

Purchase items for Kid's games (if needed) and organize a list of times for games and contest  
Pay remaining balance to all vendors and venue

## **Week of Event**

Balance Books up to the event.  
Get petty cash for event  
Purchase necessary supplies for the event  
Purchase food and beverage items for event  
Assign tasks for pick-up and delivery to venue  
Get fire wood, serving bowls, PA system  
Return to storage after event

## **September**

1<sup>st</sup> week of Sept.:

Meet and finalize Treasurer's report and provide following years' budget.  
Finalize Merchandise report  
Treasurer to provide check for taxes for raffle and merchandise sales.  
Treasurer to provide check for H & I literature made out to Area.