

Central Washington Area of Narcotics Anonymous Activities Subcommittee

February 2009

Procedures and Guidelines

Article 1:

Name and Purpose:

Section 1:

The name of this Subcommittee shall be the Central Washington Area of Narcotics Anonymous Activities Committee (CWAAC). This Subcommittee shall be directly responsible to the Central Washington Area Service Committee of Narcotics Anonymous (CWANA).

Section 2:

The purpose of this Subcommittee shall be to enhance the primary purpose and the unity by providing recovery oriented activities and/or fund raisers. To cooperate and coordinate them by joint ventures deemed appropriate by the CWANA.

Article 2:

Meetings

Section 1:

The Activities Subcommittee shall meet a minimum of once a month. The date, time and location shall be maintained. Any changes in the meeting must be provided to the Public Relations Chair and the Area vice Chair as soon as possible.

Section 2:

The Activities Chair may call any special meetings at any time, but must have at least two voting members present and all members must be notified prior to the meeting-taking place and as to its outcome.

Article 3:

Voting and Elections

Section 1.

The voting membership shall be any member of NA who has attended two consecutive Activities Subcommittee meetings. The voting members shall have one vote per person, excluding the chair, who shall only vote in the case of a tie.

Section 2:

Any member of narcotics anonymous may make a motion and each motion shall have a second by an Activities Subcommittee member, as with any amendments to a motion.

Section 3:

Any member of Narcotics Anonymous may make a nomination of a qualified person for an Activities subcommittee position as a trusted servant.

- A. A simple majority vote is required to elect officers.
- B. The Chairperson shall be elected at and by the CWANA.
- C. All Activities Subcommittee officers with the exception of the Chairperson shall be elected by the subcommittee.
- E. All officers elected to the Activities Subcommittee are to serve a one-year term; these officers may serve no more than two consecutive terms in any one office.

Section 4:

Any officer may be removed from office for non-compliance after written notification. A majority vote is necessary for removal from office. Non-compliance includes, but is not limited to:

- A. Loss of clean time.
- B. Non-fulfillment of duties of their position.
- C. Non-attendance at Area Activities without prior notification.
- D. Missing two unexcused meetings in row.
- E. Misappropriation of funds.

Article 4: Trusted Servants

Section 1:

The trusted servants of the Activities Subcommittee shall be the Chairperson, Vice-Chair, Treasurer, Recording Secretary, Host Committee Chair, Merchandise/Pop Sales, Decorations, Fliers. These trusted servants will perform task as deemed necessary by the Subcommittee and in accordance with the Twelve Traditions, The Twelve Concepts, appropriate NA service manuals, The Activities Subcommittee Operating Procedure.

- A. Members at the direction of the Activities Subcommittee will be responsible for the collection and disbursement of funds, in accordance with the event or function.
- B. No member shall take independent action without the direction of the Activities Subcommittee.

Section 2: Chairperson

The chairperson should have a suggested 2 years clean time, a basic understanding of the Twelve Steps, the Twelve Tradition, and the Twelve Concepts of Narcotics Anonymous, a willingness to serve and previous experience with the Activities Subcommittee.

Duties:

- A. Chairs and maintain focus at all Activities Subcommittee meetings.
- B. Oversees all Area Activities and functions, unless excused absence is arranged or an emergency arises.
- C. Attends and presents reports at the following meetings: Activities Subcommittee, CWANA, and All Subs Day.
- D. Provide to CWANA all receipts, records and on hand inventory, by the ASC following an event.
- E. Is present at all Activities Subcommittee meetings, events and functions unless excused absence is arranged.
- F. Maintains records of all Activities archives which is to be stored in the CWANA storage unit, and has them available to any member within one week upon request.
- G. Stay at event until it ends and is cleaned up.
- H. In absence of treasure or treasurer position is not filled, performs those duties

Section 3: VICE-CHAIRPERSON

The vice chairperson should have a suggested 1 year clean time, a basic understanding of the twelve steps, twelve traditions and the twelve concepts of Narcotics Anonymous. A willingness to serve and previous experience with the Activities Subcommittee. It is suggested that the Vice Chair consider nomination of the chair position at the end of their term.

Duties:

- A. performs any and all of the duties of the Activities Subcommittee trusted servants, in their absence except the treasurer position
- B. Is present at all Activities Subcommittee meetings, events and functions unless excused absence is arranged.
- C. Establishes and maintains the Subcommittees phone list and keeps an open line of communication with all members.
- D. Shall contact Public Relations Chairperson, and CWANA Vice Chair and notify them of any changes in meeting schedules and information on upcoming events, as soon as possible
- G. Stay at event until the end and clean up.

Section 4: TREASURER

The treasurer should have a suggested 18 months clean time, a basic understanding of the twelve steps, twelve traditions, and the twelve concepts of Narcotics Anonymous, a willingness to serve, previous experience with the Activities Subcommittee, basic math skills and the ability to be trusted with large sums of money, also see article 5 on financial procedures.

Duties:

- A. Is responsible for all monetary transactions, counting of money to be done in the presence of the Chairperson or the vice chair of the Activities Subcommittee at the event.
- B. All funds handed over the area treasurer at the CWASC following each event.
- C. Provide all receipts and records concerning any financial transactions with any Activity hosted by the Activities Subcommittee to the activities subcommittee by the following activities subcommittee meeting after the event.
- D. Provides a monthly financial statement to the Activities Chairperson.
- E. Is present at all Activities Subcommittee meetings, events and functions except when excused.
- F. When having an event involving tickets, the treasurer will number all tickets and make a list of which ticket numbers individuals have.
- G. Stay at event until the end and clean up.

Section 5: RECORDING SECRETARY:

The recording secretary should have a suggested 6 months clean time, basic understanding of the twelve steps, twelve traditions, and the twelve concepts of narcotics anonymous, a willingness to serve and previous experience with the Activities Subcommittee.

Duties:

- A. Records CWAAC meetings and reads previous meetings minutes.
- B. Is present at all Activities Subcommittee meetings, events and functions except when excused.
- C. Establishes and maintains the committee's phone list.
- D. Provides, upon request, copies of any subcommittee minutes to Activities Subcommittee.
- E. Stay at event until the end and clean up.

Section 6: Host Committee Chair:

Due to the Geographical size of CWANA, the CWAAC will have Host Committee Chair's for certain Events to better serve CWANA and to be accountable to the Area Activities Committee.

The Host Committee Chair should have a suggested 6 years clean time, a basic understanding of the Twelve Steps, the Twelve Tradition, and the Twelve Concepts of Narcotics Anonymous, a willingness to serve and previous experience with the Activities Subcommittee.

Duties:

- A. Chairs and maintain focus at all Activities Host Committee meetings.
- B. Oversees all Host Committee functions, unless excused absence is arranged or an emergency arises.
- C. Attends and presents reports at the following meetings: CWAAC, CWANA.
- D. Provide to CWAAC all receipts, records and on hand inventory, by the ASC following an event.
- E. Is present at all Activities Subcommittee meetings, events and functions unless excused absence is arranged.
- F. Maintains records of all Host Committee events which are ongoing annual events and have them available to CWANA Activities Chair within one week upon request.
- G. Stay at event until it ends and is cleaned up.

Section 7: MERCHANDISE / REFRESHMENTS:

The merchandise chair should have a suggested 6 months clean time, a basic understanding of the twelve steps, twelve traditions, and the twelve concepts of Narcotics Anonymous, a willingness to serve, and previous experience with the Activities Subcommittee.

Duties:

- A. Store and keep an up to date inventory in the Activities storage.
- B. Purchase ice, pop, coffee, sugar, creamer, and anything else needed for events. To be accompanied by an Activities Subcommittee member with at least 6 months of clean time.
- C. Recruit people to sell pop at events.
- D. Coordinates raffles, auctions or other sales of merchandise at all Activities events.
- D. Stay at events to end and clean up.

Section 8: DECORATIONS:

The decorations chair should have the required 6 months clean time, a basic understanding of the twelve steps, twelve traditions, and the twelve concepts of Narcotics Anonymous, a willingness to serve and previous experience with the Activities Subcommittee.

Duties:

- A: Purchase decorations for events
- B: Decorate event sites
- C: Recruit people to help decorate
- D. Clean up decorations after events

Section 9: FLYERS:

The fliers chairperson should have a required 6 month clean time, a basic understanding of the twelve steps, twelve traditions, and the twelve concepts of Narcotics anonymous willingness to serve and previous experience with the activities Subcommittee.

Duties:

- A. Create fliers announcing upcoming events and functions.
- B. Distribute fliers to Activities Subcommittee and to CWAASC at least 2 months prior to the event or as soon as possible.
- C. Stay at event to end and clean up.

Article 5: Financial Procedures

Section 1: BUDGETS

- A. The Activities Subcommittee shall have a budget not to exceed \$800 per event.
- B. Budgets for upcoming events shall be provided to the CWAASC Treasurer at the ASC meeting prior to event for disbursement of funds.

Section3: FUNDRAISING:

- A. Any group and or committee wishing to have a fund raiser at an Activities event should submit a request to the Activities Subcommittee meeting 2 weeks prior to the event.
- B. There should be only one type of fund raiser per group, per event, as suggested in the introduction on page XVI of the Basic Text in order to prevent competition.
- C. Any group, committee or subcommittee is responsible for the setup and clean up of its perspective fund raiser.

Section 4: MISAPPROPRIATIONS OF FUNDS:

Misappropriation of funds is defined as taking, stealing, or borrowing money or property without the consent of the Area Activities Subcommittee.

- A. Members who have been found to misappropriate funds by a vote of the committee shall be immediately removed from their position and not allowed to hold a position for 1 year.