**Washington County Narcotics Anonymous Activities Subcommittee Guidelines**

**SECTION 1 - PURPOSE:**

To serve Washington County by offering activities that celebrate our recovery and carry the NA message. We strive to foster the unity and growth of NA as a whole.

**SECTION 2 – GUIDING PRINCIPLES:**

The guiding principles of the Activities Subcommittee will be the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous, and these guidelines will at no time supersede the spiritual principles of the NA program.

**SECTION 3 – DEFINITION & MEMBERSHIP:**

* The name of this subcommittee will be the Activities Subcommittee of Washington County Narcotics Anonymous (to be further referenced simply as the Activities Subcommittee).
* The Activities Subcommittee is directly accountable to Washington County Narcotics Anonymous Area Service Committee (WCNA), and all functions of the subcommittee will be in the spirit of service to the area.
* Any member of Narcotics Anonymous is welcome to join the Activities Subcommittee. To become an active, voting member of the Activities Subcommittee, said member must attend two consecutive activities meetings.
* All decisions, except elections, will be determined by consensus. If consensus cannot be reached, a majority vote will be conducted.
* The elected positions in the Activities Subcommittee are Vice Chair, Treasurer, Secretary and Event Coordinator. These elections will be decided by simple majority of those present, with the Chair only voting to break a tie.
* Nominations and elections will occur at the first Activities Subcommittee meeting following ASC (Area Service Committee) elections.
	+ The Activities Subcommittee Chair may appoint an interim committee member should a vacancy occur prior to elections.
* The Activities Subcommittee will meet monthly, at a place and time determined by the subcommittee.

**SECTION 4 – FUNDING:**

* Events are funded by an operating budget for the Activities Subcommittee as defined by the WCNA.
* Activities are to be planned revenue neutral
* If the balance of the operating budget becomes diminished or insufficient, the Activities Subcommittee will decide whether the balance needs to be replenished, and if so, will request funding from WCNA.
* Fundraising may be done provided the following conditions are met:
	+ The money raised is for a specific event, not to fund WCNA services or to replenish the Activities operating budget.
	+ The funds are turned over to the Activities Treasurer weekly.
	+ Funds are deposited into the Activities Subcommittee bank account but are earmarked for the event and will be distributed to the Event Coordinator when they are needed.
* Whenever possible, checks are to be made payable to the vendors and facilities of the event, not to individual NA members.
* At the end of the fiscal year, all money above the original $500 minimum account balance will be deposited in the WCNA bank account by the Area Treasurer.

**SECTION 5 – ELECTED AND APPOINTED POSITIONS:**

In addition to any qualifications listed below, all elected and appointed members of the Activities Subcommittee are to be members of Narcotics Anonymous with a working knowledge of the Twelve Traditions and an understanding of the Twelve Concepts of NA. Furthermore, a requirement of all positions is to train their replacement.

**Trusted servants should be selected first on the basis of their qualifications, and secondly on their willingness.**

The Activities Subcommittee, as a whole, is responsible for ensuring that all trusted servants are fulfilling their responsibilities. The relief of a trusted servant from their position will be immediately considered if any of the following conditions are met:

* Loss of abstinence / relapse
* Mismanagement of NA funds
* All elected officers miss more than two consecutive meeting including adhoc officers.
* Other behavior not in accordance with the spiritual principles as described by our literature.

**Chairperson:**

* Elections shall be held annually at the December WCNA Area Service Committee (ASC) for all ASC positions. Nominations will be held at the November ASC meeting and service resumes need to be submitted to the Secretary for inclusion in the minutes.
* Elected by, and directly accountable to WCNA ASC.
* The length of the service commitment will be 1 year.
* Facilitates monthly subcommittee meeting.
* Provides a monthly subcommittee report, including a financial report, to WCNA ASC.
* Attends, or has a delegate attend, the Regional Activities Subcommittee meeting quarterly.
* Submits Activities budget (planned events for the year, regional travel, storage, printing) to ASC in March.
* Has at least 2 years continuous clean time.
* Votes only in case of a tie on Activities Subcommittee proposals.

**Vice Chairperson:**

* Elected by, and directly accountable to, the Activities Subcommittee.
* The length of the service commitment will be 1 year.
* Facilitates monthly subcommittee meeting in the absence of the Chairperson.
* Has at least 2 years continuous clean time.
* Will step in as Event Coordinator in the event that someone needs to step down in this position.

**Treasurer:**

* Elected by, and directly accountable to, the Activities Subcommittee.
* The length of the service commitment will be 1 year.
* Prepares a monthly financial report for the Activities Chairperson to present at WCNA.
* Responsible and accountable for managing the operating budget and bank account of the Activities Subcommittee.
* Receives funds from members collecting money for fundraising and selling merchandise in a timely manner.
* Solely responsible for depositing funds into the Activities Subcommittee checking account in a timely manner and alerts the Activities Subcommittee Chairperson when deposits are made.
* Has at least 2 years continuous clean time.

**Secretary:**

* Elected by, and directly accountable to, the Activities Subcommittee.
* The length of the service commitment will be 1 year.
* Takes meeting minutes and distributes within four days to all members of the Activities Subcommittee and other interested persons in an appropriate manner.
* Maintains an archive of all physical and electronic documents for the Activities Subcommittee, and has these documents available at the Activities Subcommittee meetings.
* Has at least 6 months continuous clean time.

**Event Coordinator:**

* Elected by, and directly accountable to, the Activities Subcommittee.
* The length of the service commitment will be 1 year.
* Facilitates planning and discussion at Activities for all aspects of the event and fundraising.
* Prepares written report for the event each month and presents the report at the Activities Subcommittee Meeting.
* Delegates responsibilities whenever possible.
* All persons handling money will have 2 years clean time.
* Completes an event form after the event, which includes a complete history of the event, full financial disclosure, an inventory of surplus supplies, and key learning’s from the event. Plus, all receipts.
* Be an active member of Activities for at least 6 months.

**Event Procedure:**

1. Brings ideas and bids/quotes for all details of the even to the Activities Subcommittee for discussion and decision at the Activities Subcommittee.
2. Secures the facility, food, entertainment, merchandise, trusted servants, etc. for the event.
3. Checks for expenses are provided by the Activities Subcommittee Treasurer and/or Chair and given to the Vice Chair or Event Coordinator.
4. Income from event is given to the Activities Subcommittee Treasurer within one week of the event.
5. Event Coordinator fills out event form and presents it at the next Activities Subcommittee meeting with all receipts.
6. Activities Chairperson presents a summary of the activity at next ASC.
7. All supplies from event will be returned to storage within 14 days of event with a completed inventory sheet.

**Event Procedure/Non- Budgeted Activities:**

1. Activities will create an event proposal, including tentative time, date, location and financial expenses to the WCNA for approval.
2. Activities Chairperson proposes the event at the next WCNA, and Group Service Representatives (GSR)s consent or modify.
3. Then follow steps 1 through 7 in above procedures.