

## ACTIVITIES GUIDELINES 2018-2019

### SUGGESTED MEETING FORMAT:

- 1.) Open meeting with moment of silence
- 2.) Read purpose
- 3.) Read 12 traditions Read
- 4.) 12 Concepts
- 5.) Roll Call-establish voting members
- 6.) Old Business
- 7.) New Business
- 8.) Announce events brought back from area or region
- 9.) Close meeting

### PURPOSE:

Our purpose is to carry the message and create unity in the fellowship of Narcotics Anonymous by planning functions and other events to support addicts in the Daytona Area of N.A.

### VOTING

1. Motions may be made by voting members and seconded by another voting member
2. To be a voting member of Activities Subcommittee: A voting member must attend two consecutive meetings
  - In the event of a tie the chairperson votes
  - Quorum is simply by majority of voting members present
  - When unable to attend, members should contact trusted servant of group

### RESPONSIBILITIES:

The subcommittee coordinates and plans activities, which promotes unity and fellowship in the N.A. program. Any function planned by this subcommittee will be allowed by group conscience of Activities Committee.

### ACTIVITIES FUNDS AND BUDGET:

The subcommittee will manage funds for each event responsibly. The Activities Subcommittee will maintain a separate checking account to handle the financial needs of the

committee. Each check will require two signatures by the following trusted servants: Activities Chair, Activities Vice-Chair, Activities Treasurer or the ASC Treasurer.

The Activities Subcommittee will deposit all proceeds from any events into the Activities Subcommittee checking account within one business day following the event. Activities will issue a check to the ASC for any amount in excess of \$200 over the \$800.00 prudent reserve, based on the account balance the day of the Activities' Subcommittee meeting. A full financial report of that month's transactions will accompany the Chairperson's monthly report to Area. If, due to accumulated losses, the balance falls below \$500.00 during the budget year, a request will be made of ASC to deposit the amount needed to restore prudent reserve of \$800.00. These requests are not to exceed a cumulative total of \$800.00 per budget year.

## **QUALIFICATIONS OF ACTIVITIES SUBCOMMITTEE MEMBERS:**

### **Chairperson:**

1. Nominated and elected at Area Service meeting
2. Two years abstinent from all drugs
3. Willingness and desire to serve
4. Six months prior involvement in the service structure of N.A.
5. Working knowledge of the 12 steps and 12 traditions of N.A.
6. Leadership ability
7. Ability to communicate and organize
8. Have N.A. sponsor and working relationship with that sponsor
9. Serve for one year, after elected by ASC

### **Chair Responsibilities:**

1. Chairs all meetings for this committee
2. Carries the deciding vote in the event of a tie
3. May speak without being recognized
4. Recognizes and calls on people wishing to voice an opinion on the floor
5. Reports to the ASC with financial concerns & upcoming events.
6. Make motions of intent and concerns of the committee at ASC
7. Willingness to attend all ASC meetings
8. Chairperson is the only person who asks ASC for money that has been approved by subcommittee for upcoming events and expenditures
9. To act as secretary and treasurer on the absence of any position not filled, act as one of the signers on the checking account

### **Vice-Chair:**

1. Nominated and elected at Area Service Meeting
2. Two Years abstinent from all drugs
3. Willingness and desire to serve
4. Six months prior involvement in the service structure of N.A.
5. Working knowledge of the 12 steps and 12 traditions of N.A.
6. Ability to communicate and organize
7. Have an N.A. sponsor and working relationship with that sponsor
8. To serve for in this position for two years after elected (The first year as Vice-Chair, then the second year as Chair, if voted in by ASC).

### **Vice-Chair Responsibilities:**

1. Leadership ability to act as Chairperson in their absence
2. May act as secretary or treasurer in the absence of any position not filled
3. Assists Chairperson with the responsibilities that need to be carried out by this committee
4. Act as one of the signers on the checking account

### **Secretary:**

1. Willingness and desire to serve
2. 9 months abstinent from all drugs
3. 6 months prior service in N.A.
4. Have an N.A. sponsor and working relationship with that sponsor
5. Working knowledge of the 12 steps and the 12 traditions of N.A.
6. Ability to communicate and organize. Time and resources to fulfil the commitment
7. To serve in the position for one year after elected

### **Secretaries Responsibilities:**

1. Take notes of all meetings and keeps accurate records.
2. Organize and get copies of minutes to Chair or Vice-Chair, to ensure that an accurate report is given at ASC.
3. Minutes should include:
  - **Beginning and ending times of meeting as well as date of meeting.**
  - **Members in Attendance**
  - **Old business New**

- **Business**
- **Treasurers Report**
- **Scheduled events and all upcoming planned events**
- **Keep records of all members' phone numbers**

### **Treasurer:**

1. Nominated and elected at Area Service Committee
2. Willingness to serve
3. 2 years abstinence from all drugs
4. 6 months prior service in N.A.
5. Ability to communicate and organize
6. Financial skills and banking ability (have the ability to follow directions of money needed or to be distributed for payouts when advised by subcommittee).
7. Have an N.A. sponsor and working relationship with that sponsor
8. Working knowledge of the 12 steps and 12 traditions of N.A.
9. **Time and resources to fulfil commitment**

### **Treasurer Responsibilities:**

1. Act as one signer on the checking account
2. Treasurer will gather all monies from an event and make deposits
3. More than one committee member will be present when money from event is counted
4. Maintain an accurate accounting of all expenditures and deposits
5. Reconcile bank statement monthly
6. Provide a complete, detailed report of all transactions to Activities Chair
7. Turn in all receipts from that month report.

### **Vice-Treasurer:**

1. Nominated and elected by Activities committee
2. Willingness and desire to serve
3. **Two years abstinence from all drugs**
4. **Time and resources to fulfill the commitment**
5. **To serve in this position for two years after elected (The first year as vice-treasurer, then the second year as Treasurer if voted in by the ASC)**

**Vice- Treasurer Responsibilities:**

1. To assist the treasurer in all responsibilities mentioned under Treasurer
2. To act as Treasurer in the event the treasurer is unable to perform duty

**Activities Volunteer:**

1. One day clean
2. Willingness and desire to get involved in fun and help plan functions