



MIDDLE MOUNTAIN AREA  
ACTIVITIES SUB-COMMITTEE GUIDELINES  
Edited \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**I. DESCRIPTION:**

We are a sub-committee of the Middle Mountain ASC, therefore directly responsible to the Middle Mountain ASC of Narcotics Anonymous. The purpose of these guidelines is to provide a consistent structure in the Middle Mountain Area Activities Sub-committee.

**II. PURPOSE:**

To coordinate functions and activities, create and enhance unity within our fellowship and fulfill the primary purpose of caring the message of recovery to addicts through socially oriented activities. In accordance with the 12 Steps, 12 Traditions, and 12 Concepts this committees will strive to meet the needs and unity within Middle Mountain Area.

**III. FUNCTION:**

A. Conduct Sub-committee business in a responsible, principled manner, carefully managing the funds and other assets assigned to the sub-committee by the Middle Mountain ASC.

B. Hold regular sub-committee meetings at times and places that are pre-announced to the local fellowship.

C. To open and maintain lines of communication between this sub-committee and the ASC by means of attending and submitting (verbal as necessary) reports.

D. All proceeds from activities should be properly accounted for with a written monthly report to the ASC. Reports should list the itemized expenses and ending balance must be included in reports. All money will be handed over to the ASC Treasurer for proper keeping in an account separate for the Activities Committee.

E. To facilitate the coordination of socially oriented activities for the fellowship of Narcotics Anonymous.

**IV. PARTICIPANTS:**

A. This sub-committee shall be open to any and all interested members of Narcotics Anonymous. All participants should attend all regular business meetings.

B. Trusted Servants are as follows:

a) Administrative Officers: Chairperson, Vice Chairperson, Secretary, and Comptroller:

B1: It is suggested these positions be filled by sub-committee members who have a commitment to service, willingness and the time, resources to do the job and a working knowledge of the 12 Steps, 12 Tradition and the 12 Concepts of Narcotics Anonymous.

B2. Complete abstinence is a requirement! Anything other than complete abstinence constitutes an automatic resignation. Further requirements are stipulated. Under each position description.

B3. The chairperson will serve as the single point of accountability for this committee.

## **V. POSITION REQUIREMENTS & DUTIES FOR ADMINISTRATIVE OFFICERS:**

### **A. CHAIRPERSON:**

1. TWO YEARS (2) clean time required.
2. Prior service experience with previous activities experience preferred.
3. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
4. Able to work with others and coordinate various activities with leadership.
5. Willingness to commit and serve for 1 continuous year, but not more than 2 continuous years.

### **Duties of the Chairperson:**

1. Responsible for the overall functioning of the subcommittee, promoting Unity.
2. Attend all activities subcommittee meetings
3. Arrange agenda for monthly subcommittee.
4. Communicate between activities subcommittee and ASC.
5. Present a written and verbal report of current financial statements and an itemized breakdown of assets and expenses to the monthly ASC's treasurer.
6. Supply and verbally supply all new members with a copy of the subcommittee guidelines.
7. Chairperson may not vote unless needed to break a tie.
8. Oversee and help where needed throughout term.
9. Assist and fill in during events where necessary.

### **B. VICE CHAIRPERSON:**

1. ONE YEAR (1) clean time required.
2. One year commitment and willingness to assume Chairperson position upon confirmation by ASC, the following year.
3. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.

### **Duties of the Vice Chairperson:**

1. Willing to serve as Chairperson in an event the Chairperson is unable to attend.
2. Attend all activities subcommittee meetings.
3. Shall be responsible for acquiring and distributing of Activities Subcommittee event flyers/notices.
4. Responsible for coordinating any needed AD\_HOC Committees for upcoming events.
5. Shall be responsible for acquiring insurance for events.
6. Oversee and help where needed throughout term.
7. Assist and fill in during events where necessary.

### **C. SECRETARY:**

1. SIX MONTHS (6mo) clean time required.
2. One year commitment
3. Ability to develop written materials in a clear and concise manner, while maintaining a systematic body of records.
4. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.

### **Duties of the Secretary:**

1. Keep accurate minutes of regular business meetings.
2. Call Roll at each subcommittee meeting.
3. Distributes copies of the previous meetings minutes to subcommittee members at meetings and keeping on hand copies of all previous meeting minutes for reference.
4. Maintains updated copies of the subcommittee guidelines.
5. Keep and maintain electronic records and minutes of yearly event and subcommittee meeting on subcommittee USB drive.
6. Assist and fill in during events where necessary.

#### **D. COMPTROLLER:**

1. TWO YEARS (2) clean time required.
2. One year commitment
3. Prior service experience with previous activities experience preferred.
4. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.

#### **Duties of the Comptroller:**

1. Primary responsibility is to maintain possession of monies as received from ASC Treasurer before, during and after events; up to returning money to the ASC Treasurer after each event.
2. Maintain financial records (separate for each event) and prepare reports to give to MMANA ASC.
3. Random money pickups during events leaving receipts for monies picked up in cashbox that cash were collected from.
4. Assist and fill in during events where necessary.

#### **VI. POSITION REQUIREMENTS & DUTIES FOR EVENT COORDINATORS:**

##### **A. REGISTRATION / MERCHANDISE COORDINATORS:**

##### **Requirement:**

- a) A minimum of (2) year's clean time.
- b) A minimum of (1) year clean time.
- c) Prior service experience with previous activities experience preferred.
- d) Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.

##### **MERCHANDISE:**

##### **Duties of the Merchandise:**

- a) Merchandise should have an understanding of the Twelve Traditions, especially with regard to the sales of Narcotics Anonymous related items. Merchandise prepares a budget consisting of items to be sold and expenses incurred. The list of items will include a statement of actual and marketing costs with the time frame for obtaining the items.
- b) Merchandise is responsible for the sales of merchandise at the event as well as any pre-event sales.
- c) All merchandise, when ready, will be shipped directly to, or picked up by Merchandise or someone designated by Merchandise. It is the responsibility of the Activities Subcommittee to set the final prices of the merchandise to be sold at the Events.
- d) Merchandise must communicate with the Vice-Chairperson and Hospitality when planning space and time requirements for a table at an event.
- e) Merchandise is responsible for: storing the items in a safe place at the event, maintaining a continuous inventories statement, and maintaining a set of financial records with receipts. These statements and records should be submitted to, and reviewed regularly with the Activities Comptroller and/or ASC Treasurer. This is done to assure accountability for all merchandise and funds. A final inventory statement should be done at the close of the event and provided to the ASC Treasurer within one week after the close of the event attached to the Activities Comptroller's final event report.
- f) Merchandise is responsible for developing samples of the approved logo, banners, and pre-registration flyer designs, a map of the campground and vicinity, and merchandise artwork design. A variety of designs for each item are presented to the Activities Subcommittee in order to provide a choice of selections. It is necessary for Merchandise to coordinate their work with the other members of the Activities Subcommittee. Merchandise should also make them-selves available to all other members of the Activities Subcommittee for designing, typesetting, printing and signage.
- g) Merchandise is responsible for training of persons who are going to be volunteering during merchandise sales.
- h) Merchandise shall assure that a qualified Subcommittee member for merchandise sales are present at all times during merchandise sales.

- i) Inventory any leftover merchandise at the end of the event and return to Hospitality to be placed into the storage unit.
- j) The process should include the following:
  - 1) Encourage members with artistic talents to get involved.
  - 2) Ask for help from as many members as possible (newcomers).
  - 3) Adhere to Group Conscience of the Activities Subcommittee.
  - 4) Pre-registration flyers should be ready for disbursement as soon as possible at the ASC.
  - 5) Have a working relationship with all subcommittee members.
  - 6) Responsible for printing of event rules.
  - 7) Edit & print event program.

## **REGISTRATION:**

### **Duties of the Registration:**

- a) Registration is responsible for maintaining the Post Office Box.
- b) Retrieve all event pre-registration requests from the post office box. Submits checks to Activities Comptroller. During pre-registration time Registration is to assign any needs according to the Activities subcommittee's (i.e. speakers, entertainment, committee members, etc.) and organize a subcommittee to work on preparing event pre-registration confirmation packages. Organize the registration table with volunteers at the event.
- c) Adhere to pre-registration and total registration limits (if any).
- d) Proceeds from the event pre-registrations are very important to maintain Activities cash flow if event pre-registration merchandise is offered.
- e) As event pre-registration forms are received, Registration will record the pertinent information and prepare an approved confirmation letter or e-mail to be sent back to the pre-registrant. Registration will also be responsible for keeping detailed and accurate records of monies received and turn over to the Activities Comptroller. Close cooperation with the Activities Comptroller and/or ASC Treasurer is essential in this critical area.
- f) Here are some, but not all of the functions related to onsite registration:
  - (1) Registration must provide individuals for the event registration tables with at least two (2) persons at the registration table. This is for the protection of the trusted servants taking registration monies.
  - (2) People handling money must have at least (1) year clean time.
  - (3) Remember – Money will pass through this area and will need to be handled carefully.
  - (4) The location of the registration tables must be in an area with sufficient room for tables as well as people.
  - (5) All equipment must be secured at night.
  - (6) Registration to advise hours of operation by the program flyer deadline.
  - (7) Last year's Registration is a good source for whatever information you need, and remember, next year you should do the same thing for your successor.

## **B. FOOD / HOSPITALITY COORDINATORS:**

### **Requirement:**

- a) A minimum of (2) year's clean time.
- b) A minimum of (1) year clean time.
- c) Prior service experience with previous activities experience preferred.
- d) Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.

## **HOSPITALITY:**

### **Duties of the Hospitality:**

- a) Hospitality meets with the Activities Subcommittee members to develop a working plan for the current event. This plan should address: costs and availability, sanitation, as well as securing, setup, dismantling and making coffee at main speaker meetings, and any other logistical needs.
- b) Research and secure Tables, and Chairs, Coffee and Condiments and other necessary items.
- c) Inventory the storage unit and develop a supply list for the current event.

- d) To return **all** leftover event supplies to the storage unit in a clean and orderly fashion at the end of the event.
- e) To maintain and supervise a cleanup committee to clean up after all activities for the event.
- f) To get volunteers to help with the cleanup activities.
- g) Acquire garbage bags and/or container as need prior to the event.
- h) Monitor sanitation of restrooms regularly and report any problems to the Chair or Vice-Chair.
- i) Oversee any safety and security issues.
- j) Act as liaison between Activities Subcommittee and Campground/Facility Host (if any).
- k) To work closely with Chair, and Vice-Chair.

#### **DINING:**

##### **Duties of Dining:**

- a) Coordinate food
- b) Coordinate volunteers.
- c) Bring menu choices to the committee for a vote at least three (3) months before event.
- d) Setup and serving of food
- e) Setup and Cleaning of Food Prep Area.

#### **C. AUCTION / RAFFLE COORDINATORS:**

##### **Requirement:**

- a) A minimum of (2) year's clean time.
- b) A minimum of (1) year clean time.
- c) Prior service experience with previous activities experience preferred.
- d) Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.

#### **AUCTION:**

##### **Duties of the Auction:**

- a) Pursue donations for the auction without violating NA Traditions.
- b) Maintain an accurate ledger of all donations provided and report to Activities Subcommittee at each business meeting.
- c.) Responsible for holding, transporting and conducting auction at event.
- d.) To coordinate volunteers to assist with auction at the events.
- e.) Responsible to deliver all monies from auction to Activities Comptroller

#### **RAFFLE:**

##### **Duties of the Raffle:**

- a) Pursue donations for the raffle without violating NA Traditions.
- b) Maintain an accurate ledger of all donations provided and report to Activities Subcommittee at each business meeting.
- c.) Responsible for holding, transporting and conducting raffle at event.
- d.) To coordinate volunteers to assist with raffle at the events.
- e.) Responsible to deliver all monies from raffle to Activities Comptroller

#### **D. PROGRAM / ENTERTAINMENT COORDINATORS:**

##### **Requirement:**

- a) A minimum of (2) year's clean time.
- b) A minimum of (1) year clean time.
- c) Prior service experience with previous activities experience preferred.
- d) Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.

## **ENTERTAINMENT:**

### **Duties of the Entertainment:**

a) Entertainment is responsible for organizing and proposing a schedule of activities for the entertainment of the Fellowship during the event, as well as working with the Hospitality on securing, setup, dismantling.

Activities may include, but are not limited to: dances, member participation games, recovery plays, comedy shows, auctions or cook-offs and are all subject to Activities Subcommittee approval. The Activities Subcommittee Chairperson and the ASC Chairperson or Vice-Chairperson must sign contracts with prospective performers and related service after receiving approval from the Activities Subcommittee.

b) To coordinate volunteers to assist with entertainment activities at the events.

## **PROGRAM:**

### **Duties of the Program:**

a) Program develops plans for meetings (main speaker, marathon meetings, and workshops). Program along with other members makes recommendations to the Activities Subcommittee for speakers. Recommends a schedule of all events to take place during the event. They attempt to have a balance of workshops for newcomers, service minded persons, and spiritual discussions. They submit these recommendations to the Activities Subcommittee for review and approval.

b) A sign in sheet for all program participants shall be maintained at the Registration table. Program shall contact people as needed for orientation, copyright release forms, etc. In the event of a no-show, a pool of members should be available from which to select replacements.

c) The basic qualification for participation on the program of the Event is membership in Narcotics Anonymous. However, Main Meeting speaker are required to have a minimum of (5) years clean time.

d) A speaker of workshop meetings at the event shares his/her personal experience of recovery in Narcotics Anonymous. Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts and attend Narcotics Anonymous meetings to sustain their recovery. It is important to keep in touch with speakers as the Event draws near and assist them to ensure their attendance.

e) Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and service related to Narcotics Anonymous. It may be important to schedule similar workshops consecutively rather than at the same time. This allows interested members to attend an entire series of related workshops rather than having to choose between two or more workshops they would like to attend.

h) Event Registration is provided to Meeting speakers.

## **VII. OPERATIONAL GUIDELINES**

### **A. VOTING PROCEDURES:**

1. ALL Committee members are eligible to vote on matters before this subcommittee upon attending two (2) consecutive business meetings. This privilege may be suspended upon participant missing two (2) consecutive meetings without prior notification.
2. A majority of all voting participants present is required to pass all motions.

### **B. ELECTIONS:**

1. All administrative members shall be elected each year. No member shall hold the same position more than two consecutive terms.
2. Nominations are open to the fellowship. Nominee must be present at the time of nominations and elections.

### **C. REQUIRED YEARLY EVENTS:**

1. Speaker Jam (April/May)
2. Campout (July/August)
3. Halloween Speaker Meeting & Dance (October)

**D. PRUDENT RESERVE and FUND FLOW:**

1. In order to be financially prudent the Activities Sub-Committee, shall not accumulate a prudent reserve in excess of \$1200.00 operating expenses for all events but The Campout Event. This amount shall be reviewed annually.
2. In order to be financially prudent the Activities Sub-Committee, shall not accumulate a second separate prudent reserve in excess of \$2600.00 operating expenses for The Campout Event. This amount shall be reviewed annually.
3. Any funds in excess of these reserves, after the completion of new business, shall be forwarded in the following matter:
  - A. Campout in excess of \$2600.00 to Activities
  - B. Activities in excess of \$1200 to the ASC
3. The amount of the prudent reserve shall be reviewed in October of each year and/or when deemed necessary by the Administrative Committee.

**E. Budget's as set by MMANA ASC:**

<b>Speaker Jam:</b> (April/May)	<b>Campout:</b> (July/August)	<b>Halloween Speaker Meeting &amp; Dance</b> (October)
SITE - \$ ENTERTAINMENT - \$ HOSPITALITY - \$ MERCHANDISE - \$ PROGRAM - \$ REGISTRATION - \$ DINING - \$ <b>Total Budget – \$1200.00</b>	SITE - \$1000 ENTERTAINMENT - \$125 HOSPITALITY - \$125 MERCHANDISE - \$550 PROGRAM - \$125 REGISTRATION - \$100 DINING - \$500 <b>Total Budget – \$2600.00</b>	SITE - \$ ENTERTAINMENT - \$ HOSPITALITY - \$ MERCHANDISE - \$ PROGRAM - \$ REGISTRATION - \$ DINING - \$ <b>Total Budget – \$1200.00</b>

**F. THEFT POLICY**

The 11th concept for Na Service, establishes the sole absolute priority for the use of Na funds, is to carry the message to the addict who still suffers. The 12 Concepts give the subcommittee a mandate from the Na groups that call for total financial accountability. With this in mind any misuse of funds by any trusted servant cannot be tolerated.

All Elected trusted servants shall read the Theft Policy.

Each trusted servant is entirely responsible for any subcommittee funds or materials that may be entrusted to them. Any trusted servant with knowledge of misuse of subcommittee funds must fully disclose the alleged misuse of funds and the individual(s) involved to the SUBCOMMITTEE IMMEDIATELY.

In the event of misplacement or theft, the trusted servant must repay the group within 30 days and be removed from the position they hold. If restitution is not made, the trusted servant will be removed from the position they hold.

In the event that a trusted servant is removed, a waiting period of two (2) years after direct financial amends are completed will be observed before another position can be held.

Individuals removed for misappropriation of funds are expected to make full restitution of all subcommittee funds. Should a member for misuse of funds fail to make full restitution, said member may be subjected to criminal and/or civil prosecution by the Service Committee Elected officers.