

Tualatin Valley Area of Narcotics Anonymous Activities Subcommittee Guidelines

SECTION 1 - PURPOSE:

To serve the Tualatin Valley Area by offering activities that celebrate our recovery, and foster the unity and growth of NA in our community.

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 the Tualatin Valley Area of Narcotics Anonymous (to be further referenced simply as the Activities Subcommittee).
- The Activities Subcommittee is directly accountable to the Tualatin Valley ASC, and all functions of the subcommittee will be in the spirit of service to the ASC.
- Any member of Narcotics Anonymous can be a member of the Activities Subcommittee, provided that the person attends the subcommittee meeting and identifies themselves as a member of the subcommittee.
- All decisions, except elections, will be determined by consensus.
- The elected positions in the Activities Subcommittee are Vice Chair, Secretary and Treasurer. 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 Area elections.
- The Activities Subcommittee will meet monthly, at a place and time determined by consensus of the subcommittee.

SECTION 4 – FUNDING:

- Major events are line items included in the ASC budget.
- Minor events are funded by an operating budget for the Activities Subcommittee as defined by the TVA. Additionally, all activities are to be planned revenue neutral, and all money above the original operating budget will be turned over to the Area Treasurer for deposit in the TVA general account.
- 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 Area.
- Fundraising may be done provided the following conditions are met:
 - The money raised is for a specific event, not to fund Area services or to replenish the Activities operating budget.
 - The funds are turned over to the Activities Treasurer weekly
 - Funds are deposited into the Area general account, but are earmarked for the event and will distributed to the Activities Subcommittee upon request
- Whenever possible, checks are to be made payable to the vendors and facilities of the event, not to individual NA members.

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
- Failure to attend the Activities Subcommittee meeting for two consecutive months
- Other behavior not in accordance with the principles of the NA program

Chairperson

- Elected by, and directly accountable to, the Tualatin Valley ASC
- Facilitates monthly subcommittee meeting
- Provides a monthly subcommittee report, including a financial report, to the Tualatin Valley ASC
- Attends, or has a delegate attend, the Regional Activities Subcommittee meeting quarterly

Vice Chairperson

- Elected by, and directly accountable to, the Activities Subcommittee
- Facilitates monthly subcommittee meeting in the absence of the Chairperson
- Member of all Major and Minor event planning committees, and fills in for event coordinators when necessary

Secretary

- Elected by, and directly accountable to, the Activities Subcommittee
- Takes meeting minutes and distributes within 1 week 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.

Treasurer

- Elected by, and directly accountable to, the Activities Subcommittee
- Prepares a monthly financial report for the Activities Chairperson to present at Area
- Responsible and accountable for managing the operating budget of the Activities Subcommittee
- Distributes funds as necessary to the Event Coordinators and Subcommittee members as directed by 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 ASC checking account in a timely manner and alerts the Area Treasurer when deposits are made.

Event Coordinator (Major events: Campout and New Year's Eve)

- Appointed by, and directly accountable to, the Activities Subcommittee
- The length of the service commitment will be 16 months
 - The Campout Coordinator term will begin in April and ends in August following the event
 - The New Year's Eve Coordinator term will begin in October and ends in February following the event
- Facilitates planning committee meetings
- Single point of accountability for all aspects of the event and fundraising
- Delegates responsibilities whenever possible
- Prepares a written report for the event each month and presents the report at the Activities Subcommittee meeting
- Completes an event reconciliation form after the event, which includes a complete history of the event, full financial disclosure, an inventory of surplus supplies, and key learnings from the event.
- Makes phone calls or sends letters thanking the facility and vendors

Event Coordinator (Minor events)

- Appointed by, and directly accountable to, the Activities Subcommittee
- The length of the service commitment will vary, but should not start later than three months before the event or end sooner than one month after the event.
- Facilitates planning committee meetings
- Single point of accountability for all aspects of the event and fundraising
- Delegates responsibilities whenever possible
- Prepares a written report for the event each month and presents the report at the Activities Subcommittee meeting
- Completes an event reconciliation form after the event, which includes a complete history of the event, full financial disclosure, an inventory of surplus supplies, and key learnings from the event.
- Makes phone calls or sends letters thanking the facility and vendors

APPENDIX 1 – MINOR EVENT PROCEDURE:

1. Based on results from the Area survey, Activities Subcommittee selects an event
2. A person with the qualifications required is appointed Event Coordinator by the Activities Subcommittee
3. Event Coordinator forms a planning committee
4. The planning committee creates an event proposal, including tentative time and date, location, theme, financial expenses and projected income
5. Activities Subcommittee approves the event by consensus
6. Activities Chairperson proposes the event at the next ASC, and GSRs consent or modify
7. Planning committee then secures the facility, food, entertainment, merchandise, trusted servants, etc. for the event. Checks for expenses are provided by Activities treasurer
8. Fliers are created by the planning committee, approved by the Public Relations Subcommittee, and then distributed at Area
9. Event takes place
10. Income from event is given to the Activities Treasurer within one week of the event
11. "Thank You" cards or phone calls are sent/completed within 14 days.
12. Event Coordinator fills out event reconciliation form and presents it at the next Activities Subcommittee meeting
13. Activities Chairperson presents a summary of activity at next ASC.