

Southeast Arizona Area Guidelines for Mt. Lemmon Bash Committee

A. Purpose

To plan and implement the Southeast Arizona Area Annual Mt. Lemmon Bash, henceforth known as "The Bash."

B. Accountability

1. The Mt. Lemmon Bash Committee, henceforth known as "The Committee," is given the responsibility and authority to do what is necessary to assure a successful Bash in keeping with the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous. (See attached).
2. All expenditures require the approval of The Committee.
3. All reports and receipts shall be provided to The Committee as required.
4. The Committee is responsible to the Southeast Arizona Area of Narcotics Anonymous, henceforth known as "The Area."

C. Organization

The Chair for The Committee is elected by the Area at its annual elections prior to the October Area meeting. (see Area Guidelines VII.B.I.)

The Committee shall also have the following positions:

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|-----------------------|---------------------------|
| 1. Vice chair | 6. Activities Chair |
| 2. Treasurer | 7. Auction Chair |
| 3. Secretary | 8. Logistics Chair |
| 4. Registration Chair | 9. Public Relations Chair |
| 5. Food Chair | 10. Merchandise Chair |

D. Elections

1. The Committee shall elect the aforementioned positions by consensus at the earliest practicable regularly scheduled committee meeting, with the exception of the Chair position which is elected by the Area (see above). Clean time requirements for these positions are noted below.

E. Positions

1. Chairperson
 - a) Leads all Committee meetings and shall report to the Area at each Area meeting on the program Committee.
 - b) Should have a minimum two years continuous clean time and at least one year prior committee experience.
 - c) Responsible for initiating the flyer soliciting logo/theme for possible t-shirt design, with ample notice to the Fellowship about where and when the selection is to be made, allowing for maximum input. This will minimize subsequent complaints.

- d) Responsible for initiating the flyer for the initial meeting of the Committee and the date for elections of committee members.
- e) Responsible for providing the Area with a budget from the Committee and requesting funds accordingly.
- f) Responsible for notifying the Area Webmaster of the scheduling of Committee meetings.
- g) Obtains the permits required by the U.S. Forest Service.
- h) Shall suggest the dates to hold the Bash and which shall be voted on by the Committee.
- i) Provides status reports to The Committee on dates and place the Bash is to be held.

2. Vice-chair

- a) Vice-chair shall assist the Chair as required and acts for Chair in the absence of the Chair.
- b) Suggested the Vice-chair have a minimum of two years clean and one year previous Committee experience.
- c) In choosing the Vice-chair it shall be kept in mind that the Vice-chair will probably succeed the Chair at the end of the Chair's term of service.
- d) Shall be responsible to fulfill the duties of any vacant sub-committee position.

3. Treasurer

- a) It is suggested the Treasurer have a minimum of two (2) years clean and be able to balance a checkbook.
- b) Collects all monies relative to the Bash and maintain the checkbook and a ledger of all incoming and outgoing funds. The Treasurer shall maintain close and constant contact with Area Treasurer.
- c) Keeps the Chair and Committee informed of cost vs. budget, which the Chair shall report to the Area.
- d) During the Bash, the Treasurer shall secure all registration fees, auction sales receipts and t-shirt sales receipts and deposit that money in the Committee bank account. Said deposits should be made on the Monday immediately following the Bash.
- e) All monies collected should have a signature from the treasurer and a signature from the person submitting funds.
- f) Treasurer shall prepare an accounting of all financial transactions which shall be submitted directly by the Treasurer to both the MLB Committee Chair and Area Treasurer.
- g) No reimbursement expenditure shall be approved without a written receipt which shall be maintained by the Treasurer for later audit by the Area Treasurer. No Committee checks shall be made out to "cash".
- h) Treasurer shall provide lock boxes as required and all startup money for all cash collection points.

- i) Collects and deposits all 7th Tradition money, if any, auction receipts, or any other monies collected during the Bash.
 - j) Will allow the Area Treasurer to observe and oversee any procedures involved in the collection, accounting for and deposit of receipts associated with the Bash.
 - k) Treasurer will be familiar with the Loss Prevention Guidelines contained in the Area Guidelines. (See III.A.)
4. Secretary
- a) Shall prepare and maintain the minutes of Committee meetings.
 - b) Provides a copy of previous minutes to Committee members.
 - c) Maintains an updated list of names and contact information numbers of all Committee members, which shall be freely available.
5. Registration Chair
- a) Will be responsible for registering all persons attending the Bash and issuing tickets for meals, campsites, parking permits, etc. Registration Chair will work closely with the MLB Treasurer to maintain a list of who has paid and what amounts have been paid, depending on the various packages available.
 - b) It is suggested that the Registration Chair have a minimum of 2 years continuous clean time.
 - c) Some allowance shall be made for newcomers.
 - d) Periodic progress reports are required.
6. Food Chair
- a) Shall be responsible to provide a budget and menu for the Committee's approval. This budget shall include all monies required, when required, and the contents of the menu.
 - b) It is suggested Food Chair have a minimum of one year continuous clean time due to the necessity of handling monies to buy the food. Another Committee member with at least one year continuous clean time shall accompany the Food Chair when any substantial amount of food is bought.
 - c) The Food Chair shall coordinate and manage the cooks and servers, and the clean-up crew. Responsible to obtain any equipment required to accomplish same. Shall be responsible for the buying of all food necessary for the Bash and itemized receipts for all purchases shall be required.
 - d) Any food left over after the Bash shall be disposed of as voted on by the Committee.
 - e) Periodic progress reports are required.
7. Activities Chair
- a) No money shall be handled by the Activities Chair, so there is no clean time requirement but it should be kept in mind that newcomers often desire to take on service positions for which they are not ready. The

Activities Chair, at a minimum, should have an NA sponsor and be working the steps.

- b) Activities shall be responsible for scheduling and coordinating all activities which shall occur during the Bash. This includes speaker meetings, regular meetings, hikes, recreational activities, entertainment, etc. It is suggested that there be sufficient activities to provide for continuous Fellowship throughout the Bash.
- c) Develops a method for obtaining an estimate of how many children and what ages will be attending the Bash.
- d) Will develop and promote activities which are safe and fun for the children involved. Activities Chair is also responsible for obtaining any materials needed to carry out these activities.
- e) Activities Chair will remind parents that this is not a babysitting service and that parents are at all times responsible during the Bash for the safety and behavior of their children. Parents are encouraged to participate in the activities.
- f) Periodic progress reports are required.

8. Auction Chair

- a) The Auction Chair is responsible for obtaining and safeguarding merchandise donated for the auction. This includes any NA memorabilia. The Auction Chair shall coordinate with the Activities Chair to select a time and location for the auction. The Auction Chair will preside over the auction, obtaining the highest possible price for the items donated to The Committee.
- b) Suggested that the Auction Chair have a minimum of two years of continuous clean time.
- c) Donation of items to be auctioned must be from NA members, in keeping with the Seventh Tradition.
- d) The Treasurer will participate in the auction and jointly collect the receipts with the Auction Chair.
- e) Any items left over after the auction shall be disposed of by The Committee after the Bash.

9. Logistics Chair

- a) Logistics Chair shall be responsible for security at the Bash.
- b) This sub-committee is responsible to assure we are good neighbors. With that in mind we need to assure that the Bash meets or exceeds the expectations of our host. All decisions made should be mindful of our responsibilities as members of Narcotics Anonymous.
- c) Assures that all Committee members have radios or cell phones (NOTE: cell phones may not work at the Bash location) for use at the Bash to allow for communication in the event of emergencies.
- d) Logistics shall be familiar with the service pamphlet "Disruptive and Violent Behavior." If the need arises to restrain or eject a member from

the Bash, it shall be done in the most loving and gentle way possible under the circumstances and in accordance with the suggestions contained in that service pamphlet.

e) Periodic progress reports are required.

10. Public Relations Chair (PR)

a) The PR Chair shall provide a budget to The Committee in a timely manner, if needed.

b) It is suggested that the PR Chairperson have access to a computer and some working knowledge of computer programs sufficient to produce flyers and brochures as needed to publicize the Bash.

c) No money shall be handled by the PR Chair, so there is no clean time requirement, but it should be kept in mind that newcomers often desire to take on service positions for which they are not ready. The PR Chair, at a minimum, should have an NA sponsor and be working the steps.

d) The PR Chair will coordinate with the Area Webmaster and RCM in order to have publicity flyers for the Bash posted on the Area and Regional Websites in a timely manner and to provide the RCM with sufficient copies of flyers or brochures to distribute to other areas' RCM's at the ARSC prior to the Bash.

e) The PR Chair shall coordinate with The Committee and the Chair on design and printing of the Bash flyers or brochures.

f) The PR Chair shall be responsible for the placement of signs on the Mt. Lemmon Highway directing attendees to the location of the Bash.

g) Periodic progress reports are required.

11. Merchandise Chair

a) The Merchandise Chair shall be responsible for the ordering of shirts and other merchandise to be sold by The Committee to help fund the Bash. In this regard, it must always be remembered that the purpose of the Bash is to provide a fun activity for NA members and not to make money.

b) It is suggested that the Merchandise Chair have a minimum of two years continuous clean time and one year of prior Committee experience.

c) Coordinates with The Committee and the Chair regarding the logo and t-shirt design. Merchandise Chair will solicit bids from various t-shirt or other merchandise vendors and report back to the Committee so that a selection of vendor may be made.

d) Shall coordinate with the Treasurer for payment to the vendor for the t-shirts or other merchandise. All payments require invoices.

Merchandise shall be purchased sufficiently in advance of the Bash in order to offer pre-Bash sales of merchandise and the Merchandise Chair shall be responsible for conducting such sales. At a minimum, t-shirts should be available for purchase at ARCNA. When such sales are conducted, the Merchandise Chair must have at least one other

Committee member with a minimum of two years continuous clean time present for the collection and counting of cash, which should then be turned over to the Committee Treasurer for deposit in the Committee's checking account.

e) Periodic progress reports are required.

F. General Committee

1. Attendance

a) Each Sub-committee Chair is expected to be an active participant in The Committee. Attendance at all meetings is suggested.

b) If any of the sub-committees hold separate meetings, it is suggested that The Committee be informed when said meetings are being held in order that all Committee members have a chance to attend and meet all sub-committee members.

c) It is suggested that any Sub-committee Chair who will miss any Committee meeting inform the Chair, Vice Chair, or the Secretary and that this absence be put into The Committee meeting minutes by Secretary.

d) It is suggested that if a Sub-committee Chair misses two consecutive Committee meetings without good cause that that position may be put to vote for re-election by a simple majority.

2. Voting is done by consensus. (See consensus voting guidelines and flow chart in Area guidelines).

3. Speaker Selection

a) It is suggested that all speakers have a minimum of two years continuous clean time and the willingness to speak at the Bash.

b) The Committee as a whole shall have input on speaker selection and selection shall be by consensus.