

SEAZNA Activities Subcommittee Guidelines

Revised October 2009

Adapted from SEAASC Guidelines 2007- 2008

A. Function & Purpose of the Activities Subcommittee:

To plan and implement social and fund-raising activities and events.

B. General Meeting Guidelines

1. All Activities Subcommittee meetings shall be open to any member of NA, regardless of clean time, but shall be closed to the general public.
2. Subcommittee meetings shall be held the last Saturday of the month, or two Saturdays before ASC, at Fort Lowell Park, Ramada 1, in Tucson, at 1:00PM.
3. The subcommittee will operate on a consensus based decision-making process. In the event that we cannot reach a consensus, we will reach a decision by a 2/3 majority vote.

C. Activities Subcommittee Chairperson

1. General Qualifications

- a) Nominees for Activities Subcommittee Chair should have proficient knowledge of the Twelve Steps and Twelve Traditions of NA and have provided service at group level.
- b) ASC elected trusted servant positions usually require some personal "inconvenience". Activities Chairperson nominees should have the time to devote to their duties, and be accessible to members of the Fellowship, groups and subcommittees. They should have the interest to do a thorough and timely job.
- c) Nominees for ASC subcommittee chairpersons must have two years of continuous clean time.
- d) In order that the ASC be truly representative of the Fellowship of the Southeastern Arizona Area of NA, elected trusted servants should be active participants in Narcotics Anonymous.

2. Duties

- a) Hold monthly subcommittee meetings.
- b) Be a liaison between Activities Subcommittee and the ASC.
- c) Write a written report to the ASC and submit that report to the ASC Secretary; the report must be sent via email to the ASC Secretary at least one day before the monthly ASC meeting; the report must also be read in front of the ASC.
- d) Prepare reports and keep records for succeeding subcommittee chairs.
- e) Notify the ASC of subcommittee meetings.
- f) Maintain written subcommittee financial records and be prepared to submit to an audit to the ASC in July. A copy shall be given to the newly elected subcommittee chair.

- g) In September, each newly elected subcommittee chairperson shall present to the ASC, a written proposed budget based on the previous year's expenses.
- h) Each year, the newly elected subcommittee chairperson shall present reviewed Subcommittee guidelines to the ASC Secretary.
- i) Delegate assorted tasks to subcommittee members in order to plan and carry out events.

D. Activities Subcommittee Vice-Chair

1. General Qualifications

The qualifications for the Vice-Chair position shall be the same as those for the Chairperson, as stated above, except with a continuous clean time requirement of one year.

2. Duties

- a) Contact venues for events; these include dance halls, community centers, public parks, churches, skating rinks, bowling alleys, etc.
- b) Maintain an accurate and up-to-date list of contact information of those venues; incl. name of venue, telephone numbers, contact persons and/or email addresses.
- c) Maintain accurate and up-date contact information on the storage facility used jointly by Activities Subcommittee and ASC.
- d) Temporarily takes on the duties of the Activities Chairperson in the Chairperson's absence at ASC and Activities Subcommittee meetings.
- e) Maintain an accurate and up-to-date list of Subcommittee members, incl. names, telephone numbers, and/or email addresses.

E. Activities Subcommittee Member

1. General Qualifications

- a) Membership in NA, according to the Third Tradition.
- b) There is no clean time requirement. Anyone with a willingness to serve is encouraged to attend.
- c) In order to better serve the Activities Subcommittee and the Fellowship of NA standing subcommittee members should be active participants in Narcotics Anonymous.

2. Duties

- a) Assist the Chairperson and the Vice-Chair in carrying out their duties.
- b) During the NA-related Announcements portion of regular NA meetings, make verbal announcements about Activities, especially if printed announcements are unavailable or in short supply. Referring to the local NA website, www.natucson.org helps as well.
- c) Perform assorted basic tasks and grunt work before, during and after events.