

GOLD COAST AREA POLICY MANUAL

ACTIVITIES

SUBCOMMITTEE

POLICY

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SUBCOMMITTEE POLICY CONTENTS

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GOLD COAST AREA POLICY MANUAL

ACTIVITIES

SUBCOMMITTEE POLICY

1. PURPOSE

- 01 To coordinate and plan activities which promote unity and fellowship in the NA program, as well as to
- 02 generate funds. All activities must be held in accordance with the Twelve Traditions of Narcotics
- 03 Anonymous.

2. SUBCOMMITTEE MEMBERSHIP

A. GENERAL MEMBERS

- 1) One (1) day clean time to get involved.
- 2) The willingness to fulfill the commitment.

DUTIES: It is suggested that you attend the subcommittee meetings. Assist in the planning, coordination and implementation of activities. Brings new ideas for events.

B. VOTING PRIVILEGES

- 1) Members have voting privileges after attending two (2) consecutive meetings; privilege is established at the start of the third meeting.
- 2) Members must have participated in at least one (1) activities function within the last three (3) months to maintain their voting privilege; privilege is reestablished after participation in next function.
- 3) Voting privileges are lost after missing two (2) consecutive meetings; privilege is reestablished at the start of the third consecutive meeting.

C. MONEY HANDLING PRIVILEGES

- 1) Members with six (6) months to 3 years' clean time to handle monies not to exceed \$5.00 per item with a maximum of 5 items.
- 2) Members with three (3) years clean time and above to handle items over \$5.00.

3. SUBCOMMITTEE TRUSTED SERVANTS

A. CHAIRPERSON

Nominated and elected by the ASC.

- 1) Three (3) years clean time.
- 2) Six (6) months prior involvement in the Activities Subcommittee.
- 3) An example of living recovery through application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

DUTIES: Is responsible for planning, coordinating and implementing all area activities. Is accountable for all funds spent or acquired by the Subcommittee. Is responsible for turning over all monies collected by the Subcommittee to the ASC Treasurer within Forty-Eight (48) hours. Acts as liaison between the Area and the Activities Committee. Is responsible, together with Activities Treasurer, to solicit support from members with required clean time for money handling functions, distribute the items (tickets, buttons, etc.) to those members, and to collect the funds from those members. Must attend all ASC meetings and attend the meeting with the ASC Vice-Chairperson prior to the ASC. Coordinates the work of all ad- hoc committees. Maintains order in Subcommittee meetings. Arranges times and agendas for all Subcommittee meetings, and is ultimately responsible for the functioning of the Committee and the maintenance of files and records. Submits a monthly written financial statement accounting for all monies and inventory (i.e.: sodas, etc.) to be included in the monthly ASC minutes. Should acquaint him/herself with the Gold Coast Area Service Policy.

B. VICE-CHAIRPERSON

Nominated and elected by the Activities Subcommittee from its voting members.

- 1) Two (2) years clean time.
- 2) Three (3) months prior involvement in the Activities Subcommittee.
- 3) An example of living recovery through application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

DUTIES: Fills in for the Chairperson when needed. Assists Chairperson in the maintaining of order in Subcommittee meetings. Works closely with the Chairperson in planning and executing all Area activities. Should attend all Activities meetings. Maintains communications with Gold Coast Area groups and neighboring areas, and keeps a calendar of upcoming events.

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41 **C. SECRETARY**

42 Nominated and elected by the Activities Subcommittee from its voting members.
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- 44 1) Six (6) months clean time.
45 2) Secretarial experience and some organizational ability.
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47 DUTIES: Is responsible for all necessary correspondence including keeping The Bottom Line
48 Chairperson informed of upcoming events in time for printing. Takes accurate minutes at
49 Subcommittee meetings and will make copies available upon request. Assists the Chairperson in
50 maintaining the Subcommittee's records. Is responsible for all necessary correspondence.
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55 **D. TREASURER**

56 Nominated and elected by the ASC.
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- 58 1) Three (3) years clean time.
59 2) Three (3) months prior involvement in the Activities Subcommittee.
60 3) An example of living recovery through the application of the Twelve Steps and Twelve
61 Traditions of NA.
62

63 DUTIES: Must attend all Activities Subcommittee meetings. Keeps accurate records and receipts of
64 all monies, and a running inventory of all goods (i.e.: paper goods, sodas, sporting goods, food,
65 condiments, decorations, etc.). Assists the Chairperson in budgeting funds. Must be present at all
66 ASC's to answer questions and/or report on Activities' financial situations. The Activities Treasurer
67 will submit a monthly expense/inventory report at the ASC before any expenditures will be allocated.
68 The Activities Treasurer is allotted One Hundred Dollars (\$100.00) prudent reserve for expenses of
69 certain items (sodas, etc.) to keep in stock for each function.

4. SUBCOMMITTEE MEETINGS and FINANCES

A. AGENDA FOR MEETINGS

- 1) Opening Prayer
- 2) Reading of the Twelve Traditions
- 3) Establish voting membership
- 4) Review Subcommittee guidelines
- 5) Old business
- 6) New business
- 7) Review business of the day
- 8) Announcements
- 9) Establish next meeting time and place
- 10) Close meeting with prayer of choice

B. MOTIONS

- 1) Motions may only be made and seconded by voting members.

C. QUORUM and VOTING

- 1) A quorum is a simple majority of the voting members. Once a quorum is established at each meeting, it stays throughout the meeting.
- 2) The Chairperson may only vote in the event of a tie.

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43 **D. BUDGET**
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- 45 1) Annual budget. This includes printing of flyers, miscellaneous Subcommittee meeting hall
46 fees, general operating expenses.
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48 2) The Area holds Five Hundred Dollars (\$500.00) for security deposits, tickets, food, etc. The
49 budget will include an additional Five Hundred Dollars (\$500.00) during June and October for
50 Area's Anniversary party and New Year's party. If additional funds are needed, it must be
51 approved by vote of the ASC. This fund shall be replenished by the Activities Subcommittee
52 after each activity.
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57 **E. EVENT MONEY HANDLING GUIDELINES**
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- 59 1) Chairperson and Treasurer must keep a record of all tickets handed out.
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61 2) There must be at least two (2) Activities Subcommittee members with required clean time
62 handling money at all functions. Two members with required clean time must also oversee
63 final accounting of all monies from the function.
64
65 3) The Activities Committee will not split the proceeds with a facility at the door of any function.
66
67 4) All contracts committing the Gold Coast ASC or its subcommittees (except convention) to
68 amounts greater than \$500 are to be reviewed by the ASC Chair, ASC Vice-Chair and the
69 ASC Treasurer in conjunction with representatives from the subcommittee wishing to enter
70 into the contract. All such contracts are to be signed by the ASC Chair or the ASC Treasurer
71 in the Chairs absence.
72
73 5) No cash prizes will be given away at any Gold Coast Area Activities function.

5. GUIDELINES FOR PLANNING FUNCTION

A. PRIOR ASC APPROVAL

- 1) All activities must have prior ASC approval.

B. LOCATIONS

- 1) The Activities Subcommittee Chairperson is responsible for negotiating and contracting locations for activities.
- 2) Chairperson may appoint Subcommittee members to scout locations.
- 3) Final selection of a location will be voted on by the Subcommittee.
- 4) All deposits and fees will be paid by check from the ASC account.
- 5) Refundable deposits should be returned to ASC account via ASC Post Office Box.
- 6) Chairperson should make follow-up call to location to maintain goodwill, proper clean-up, etc.

C. PROVISIONS (food, soda, decorations, etc.)

- 1) Vice-Chairperson will coordinate volunteers and/or appointees to purchase and deliver all provisions for activities.
- 2) All commitments for jobs must be by Subcommittee members.
- 3) All purchases should be made through ASC account and must be accompanied by a receipt. All receipts must be returned to the Activities Treasurer
- 4) All surplus provisions must be accounted for and returned to the designated storage place by the Chairperson and the Treasurer; an on-going record of inventory should be kept.

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42 **D. ENTERTAINMENT**
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- 44 1) All entertainment should be approved by and voted on by members of the Subcommittee.
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46 2) It is suggested that bids be obtained for all entertainment to be reviewed and approved by
47 vote by the Subcommittee.
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49 3) All contracted entertainment must be informed that no mood or mind altering chemicals will
50 be allowed on the premises
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55 **E. SPEAKERS**
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- 57 1) Speakers chosen for Activity events shall have a minimum of three (3) years clean time;
58 exception: New Year's Eve events shall have a minimum of five (5) years clean time. All
59 speakers must have a working knowledge of the 12 Steps and 12 Traditions, a sponsor, and
60 a clear NA message. Speakers shall be chosen by Activities Ad Hoc committee and shall not
61 be a member of the Activity Subcommittee.
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63 2) For Anniversary Speakers, see ASC-9, lines 32-38.
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68 **F. ADVANCED PLANNING**
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- 70 1) Form ad-hoc committees: decorations and set-up, food and beverages, entertainment,
71 location, ticket sales, meeting, and cleanup. Progress report will be given by each of the
72 above ad-hoc committees at the next Activities Subcommittee meeting.
73
74 2) Activities must submit an Annual Calendar to the ASC in September to be voted on in
75 October, (i.e.: the new calendar planned after the new Chairperson for Activities has been
76 elected in August)
77
78 3) The Activities Subcommittee will not establish a specific rain date for outside activities.
79 Tickets for cancellations will be good for the next event. The Executive Committee of the
80 Activities Subcommittee will determine whether to cancel the event or not and to go to the

location to let people know this by sign and in person. In the event of a natural disaster (e.g. hurricane) on the day of a scheduled picnic, all perishable foods bought prior should be anonymously donated to a reputable charity.

- 4) Activities Subcommittee shall pre-sell tickets for functions at least 2 months prior to the event. Give tickets to GSRs who meet the established clean time requirements according to Activities' policy to sell for dances to help make groups aware of upcoming events.
- 5) Activities shall hold only one dance per month.
- 6) MARCH: Subcommittee shall begin to scout a location in March for the hour rooms and the fundraiser for the 24-hour rooms. Subcommittee shall coordinate with the Alternate RCM and the 24-hour room ad-hoc subcommittee to clarify time/dates/places of 24-hour rooms. When details are available, also shall pass out flyers for both the 24-hour rooms and the fundraiser.
- 7) Subcommittee shall be responsible for obtaining a banquet facility to hold the Anniversary Banquet the last weekend in July. Also responsible for the flyers, tickets, etc. for this function.

G. FLYERS & TICKETS

- 1) All flyers and events must comply with ASC Announcement Guidelines; see ASC-23. Flyers will be printed for each function and tickets, when needed.
- 2) All flyers and tickets should read: "Suggested donation: \$__" except for fixed-rate-per-person events, i.e.: banquets, golf, bowling, skating, etc., which shall state "Cost \$__". People in hospitals and institutions are invited to all activities at a suggested donation of Three Dollars (\$3.00) rather than Five Dollars (\$5.00), excluding meals.
- 3) All flyers concerning Gold Coast Activities or group events that have additional cost (parking, etc.) must state the cost. This includes GCCNA.
- 4) All flyers must state when planning for a function: "Gold Coast Area" or "Gold Coast Activities". This statement is the heading for the flyer.
- 5) All flyers have a small map of how to get to each function from I-95. All flyers must state on the bottom next to the map or where room is available "NA is not affiliated with" (the location or place where the activity is being held) Also, "Please be respectful of the hotel (or

facility), its employees and guests so NA does not have damages to pay after event. Our reputation is on the line”.