

WRASCNA Activities Subcommittee Guidelines

Wednesday, 2014 December 3

Definition and Purpose of the Subcommittee:

The WRASCNA Activities Subcommittee is a volunteer group of Narcotics Anonymous members dedicated to providing the WRASCNA area with recovery-oriented events and merchandise.

The WRASCNA Activities Subcommittee is made up of Narcotics Anonymous members who attend subcommittee meetings and identify themselves as members of the WRASCNA Activities Subcommittee.

All activities are intended to be "FUN-raisers" that promote unity among the members of our fellowship. The WRASCNA Activities Subcommittee may elect to hold special fundraisers designed to raise money for a designated Narcotics Anonymous purpose, such as OCNA or any other NA activity.

This subcommittee of the Western Reserve Area Service of Narcotics Anonymous (WRASCNA) will effectively communicate and cooperate with WRASCNA as a whole. WRASCNA Activities Subcommittee meetings are open to all members of the NA fellowship.

In all proceedings, this subcommittee shall adhere to The Twelve Traditions of Narcotics Anonymous, The Twelve Concepts of Service of Narcotics Anonymous, and the resources available from A Guide to Local Service.

Functions of the WRASCNA Activities Subcommittee:

- A. Holds regularly scheduled meetings every month.
- B. Communicates and disburses all information available to and obtained from subcommittee members.
- C. Distributes fliers to all groups via WRASCNA Area Service meetings.
- D. Coordinates the development of new events at the area level.
- E. Assists other NA service bodies upon their request, if possible.
- F. Elects and/or appoints members to fulfill the needs of the subcommittee.
- G. Provides fun functions for members of the Narcotics Anonymous fellowship.
- H. Carries the Narcotics Anonymous message to the addict who still suffers.
- I. Maintains an archive of all subcommittee meeting minutes.

Structure of Elected Positions:

The elected positions of the WRASCNA Activities Subcommittee are: Chairperson, Vice-Chairperson, Secretary, and Treasurer.

The Chairperson is elected by WRASCNA; the Activities subcommittee shall hold elections to fill all other positions.

If an elected subcommittee member becomes unable to discharge the duties of that position, a successor shall be named by the Activities Chairperson and approved by the subcommittee at the next Activities subcommittee business meeting. Should the Activities Chairperson be unable to discharge the duties of the position, the Activities Vice-Chairperson will automatically assume the position of Chairperson until the next WRASCNA Area Service meeting where a new Activities Chairperson will be elected or appointed.

Qualifications and Duties of Elected WRASCNA Activities Subcommittee

Members:

Chairperson: Elected by WRASCNA; shall fulfill the WRASCNA requirements of an elected subcommittee chairperson.

Responsibilities:

1. Attends each WRASCNA Area Service meeting and provides written reports of the subcommittee's activity.
2. Announces and holds regularly scheduled Activities subcommittee meetings.
3. Prepares an agenda for and maintains order at each Activities subcommittee meeting.
4. Submits a yearly budget for the approval of WRASCNA.
5. Channels all money, earmarked for WRASCNA, to the WRASCNA area Treasurer at each WRASCNA Area Service meeting.
6. Holds elections and/or appoints subcommittee members as needed to fulfill the needs of the Activities subcommittee.
7. Print/copy fliers.

Vice-Chairperson: Elected by the WRASCNA Activities Subcommittee; suggested clean time of 1 year.

Responsibilities:

1. Assumes the duties of Chairperson in the event of the Chairperson's temporary absence.
2. Assumes the duties of the Chairperson if the Chairperson position becomes vacant until a replacement Chairperson is elected or appointed by WRASCNA.
3. Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
4. Responds to all inquiries from members relating to the WRASCNA Activities Subcommittee's policies and procedures.

Secretary: Elected by the WRASCNA Activities Subcommittee; suggested clean time of 1 year.

Responsibilities:

1. Records minutes of all Activities subcommittee meetings and maintains an archive of meeting minutes and related materials.
2. Copies and distributes minutes from the Activities subcommittee meetings to the members of the Activities Subcommittee.
3. Keeps current records of the names, mailing addresses, phone numbers, and email addresses of Activities Subcommittee members.
4. Keeps records of rules and regulations, prices, and contact information of all venues used for events.

Treasurer: Elected by the Activities Subcommittee; suggested clean time of 3 years.

Responsibilities;

1. Maintains a simple set of accounting books for the Activities Subcommittee.
2. Reconciles the balance sheet of funds for each event.

Voting Participation and Procedure:

- A. Activities Subcommittee members become eligible to vote upon attending two consecutive Activities Subcommittee business meetings.
- B. All voting matters shall be decided by a simple majority.

Management of Funds:

- A. Two Activities Subcommittee members, at least one of whom is in an elected WRASCNA Activities Subcommittee position, shall count funds generated by any event, fundraiser, or merchandise sale held by the WRASCNA Activities Subcommittee.
- B. A receipt must accompany all expenditures.
- C. Funds generated through the WRASCNA Activities Subcommittee will be disbursed in the following manner;
 1. For all activities, the subcommittee will first reimburse WRASCNA for any seed money that was provided for the planning and execution of the activity.
 2. In the case of a fundraiser, the remaining money will be forwarded to the committee or subcommittee organizing the activity for which the money