

## **Guidelines for Activities Subcommittee of FRASCNA**

(updated 8/02/2015)

### **I. Definition and Purpose of the Subcommittee:**

The Five Rivers Area Subcommittee (hereafter referred to as the Subcommittee) is a volunteer group of the fellowship of Narcotics Anonymous, which is dedicated to providing the Five Rivers Area with recovery-oriented events, activities, and merchandise. All funds generated through the Subcommittee belong to FRASCNA.

As a Subcommittee of the Five Rivers Area Service Committee of Narcotics Anonymous (FRASCNA) we shall maintain effective communication and cooperation with FRASCNA. Subcommittee meetings are open to all members of the NA Fellowship.

In all its proceedings this Subcommittee shall adhere to The Twelve Traditions, Twelve Concepts of Service of NA, and the resources of A Guide to Local Services.

### **II. Functions of the Subcommittee:**

- a. Holds regularly scheduled monthly meetings (bi-monthly as the Subcommittee sees fit).
- b. Communicates and disburses all information to and from volunteers.
- c. Distributes Activities flyers to all groups via FRASCNA meetings.
- d. Provides representation and participation in FRASCNA.
- e. Coordinates the development of new events at the area level.
- f. Assists, if possible, other NA service bodies upon their request.
- g. Elects and/or appoints members to fulfill the needs of the Subcommittee.
- h. Provides functions for the Fellowship to have fun at.
- i. Carries the NA message to the addict who still suffers.
- j. Maintains an archive of all minutes.

### **III. Structure of Elected Positions:**

The elected positions of the Subcommittee shall consist of a Chairperson, Vice-Chairperson, Secretary, and Treasurer. All positions, with the exception of the Chairperson, who is elected by FRASCNA, are elected by the Subcommittee.

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

### **IV. Definition of a Member of the Subcommittee:**

A member is defined as an NA Member who is present at the Subcommittee's meeting and identifies himself or herself as a member of the Subcommittee.

### **V. Qualification and Duties of Elected Committee Members:**

- A. *Chairperson:* Elected by FRASCNA and shall fulfill FRASCNA requirements of a Subcommittee Chairperson. These responsibilities include:
  - a. Attends and provides written reports of all monthly activities at each ASC meeting.
  - b. Announces and holds regularly scheduled Subcommittee meetings.

- c. Prepares an agenda for and maintains order at each meeting.
- d. Submits yearly budgets for approval to ASC, one quarter in advance.
- e. Elects or appoints other committee members as necessary.
- f. Channels all funds from any event to the Treasurer of FRASCNA by the next ASC meeting.
- g. Prints and copies flyers, etc.
- h. Attends all activities and duties at activities, including counting the money with the treasurer.

B. *Vice-Chairperson*: Elected by the Subcommittee. Suggested clean time requirement of **one**

1. **year**. Responsibilities to the Subcommittee include:

- a. Assumes the duties of Chairperson in the case of Chairperson's absence.
- b. If the office of Chairperson should become vacant, the Vice-Chairperson assumes the duties until a Chairperson is elected or appointed by the ASC.
- c. Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
- d. Responds to all inquiries of members relating to policy and procedure.
- e. Attends individual group consciences where applicable and appropriate (i.e. when a group will be hosting an event).

C. *Secretary*: Suggested clean time requirement of **one year**. Responsibilities to the Subcommittee include:

- a. Records minutes of all meetings of the Subcommittee and maintains archives of prior meetings' minutes and related materials.
- b. Copies and distributes minutes from Subcommittee meetings.
- c. Keeps current records of all Subcommittee members including phone numbers and email addresses.
- d. Keeps records of all venues used for events: to include rules and regulations, price, and contact information.

D. *Treasurer*: Suggested clean time requirement of **one year**. Responsibilities to the Subcommittee include:

- a. Maintains a simple set of accounting books for the Subcommittee.
- b. Reconciles the balance sheet of funds for each event.
- c. In the event that funds go missing the Treasurer is responsible to pay back the funds.
- d. Tallying total amount of funds at each event with the Chairperson.

## VI. Voting Participants and Procedures:

- a. Those addicts who have been defined as members of this Subcommittee are eligible to vote on matters concerning Activities work within FRASCNA.
- b. All voting matters shall be decided by a simple majority vote.

## VII. Management of Funds:

- a. Treasurer and Chairperson shall count all funds acquired at any Activities Subcommittee function/event.
- b. A receipt must accompany all expenditures.
- c. All funds shall be forwarded to the Treasurer of FRASCNA by the next ASC meeting.
- d. An itemized accounting statement for all functions/events shall be provided for review at each ASC monthly meeting.

## II. Flyers:

- a. All flyers must be reviewed and approved by the Subcommittee prior to distribution.
- b. Flyers must be posted to the Regional and Area websites.