

## Guidelines for the Activities Subcommittee of the SKCANA

### Section 1:

#### Name

The name of this subcommittee shall be South King County Area of Narcotics Anonymous Activities Subcommittee (SKCNAASC) or as traditional called "Activities".

### Section 2:

#### Purpose

The purpose of Activities is to hold activities for the membership of Narcotics Anonymous. This activities have a four-fold purpose, listed in order of priority:

- 1.) To carry the message of NA to the addict who still suffers
- 2.) To promote unity with in our area
- 3.) To provide an atmosphere of fun and recovery
- 4.) To provide support to the SCKANA

### Section 3:

#### Meetings

The Activities Committee shall meet a minimum of once a month. The date, time and location shall be maintained by the Activities Chair and communicated with the Directories Committee, Web Servants Committee and the Secretary of ASC. Any changes to the date, time and location must be provided to the above listed subcommittees and officers ASAP so that the SKC area as whole is made aware immediately.

Any spacial meetings may be called at any time by the Activities Chair. The Chair must make and attempt to contact all committee members prior to the special meeting. At least half of the voting members must be present to pass any voting decisions.

### Section 4:

#### Voting and Non-Compliance

The voting membership shall be any member of NA who has attended two of the last three Activities Subcommittee meetings. The voting members shall have one vote per person, excluding the Chairperson. In the event of a tie, the Chair will cast one vote as a tie breaker. A motion may be made by any member of SKCANA and each motion shall have a second as with any amendments to the motion. Motions and elections are passed with a simple majority of voting members present at that time.

**Section 5:**  
**Elections and Officers**

The officers of the Activities Committee shall be the Chair, Vice Chair, Treasurer, Secretary, Event Coordinator, Supply Chair, Volunteer Coordinator, Arts & Graphics, and Decorations Chair. These officers will perform tasks as deemed necessary by the Activities Subcommittee in accordance with the Twelve Traditions, Concepts and the guidelines of SKCANA. All positions will be elected in September following the Activities Chair election at ASC in September.

- \* Any member of SKCANA can make a nomination of a qualified person for an Activities Committee position. (An individual can nominate themselves as well)
- \* Members, at the discretion of the Activities Committee, will be responsible for handling/collection of money and merchandise.
- \* Any member of Activities who holds a service position may be removed from their position for non-compliance after due written notification is served. A majority vote is necessary for removal from their position.
- \* Non-compliance includes but is not limited to the following:
  - 1). Loss of Abstinance
  - 2). Non-fulfillment of duties of the position
  - 3). All officers are found in non-compliance if they miss a subcommittee meeting with out filling a written report with an I informed proxy or if they miss two consecutive subcommittee meetings.
  - 4). All officers are found in non-compliance if they miss two of the last three events.

**A. Chair:**

**Requirements**

- 1.) Suggested 2 (two) years clean
- 2.) Basic understanding of the Twelve Steps, Traditions, and Concepts
- 3.) Willingness to serve
- 4.) Previous experience with Activities
- 5.) One-year commitment

**Duties**

- 1.) Oversee all SKCA Activities and Functions (unless excused prior to event)
- 2.) Attends all SCKA Activities Subcommittee meetings and presides over them
- 3.) Attends each SKCASC and provide them with information and flyers and a written report
- 4.) Attends each All Subcommittee Day quarterly, in Ellensburg, and be the communication link between our Area and the other Areas of the WNIR
- 5.) Attends the annual SKCA inventory
- 6.) Provides a full financial accounting with receipts and records to the Area Activities Treasurer and the SKCA Treasurer

**\*\*\*\*A nomination for the next years chair position will be sent by an informed proxy to the September ASC for the annual election of the Activities Chair. Nomination must be done by done by group conscience.**

**\*\*\*\*Suggested that if Vice Chair does not become Chair that current Chair stays involved as Trusted Servant to provide training and assistance to the newly elected Chair for at least 60 days**

**B.) Vice Chair:**

**Requirements**

- 1.) Suggested 1 year clean
- 2.) Basic understanding of the Twelve Steps, Traditions, and Concepts
- 3.) Willingness to serve and follow direction per Activities Committee

4.) One-year commitment with an understanding that the Vice Chair will take the nomination, if approved by group conscience and elected at ASC, to become the next committees year Chair, which also holds a 1 year commitment.

#### Duties

- 1.) Performs any and all duties of any Activities Subcommittee officer in their absence.
- 2.) Calls all Activities members to remind them of the next meeting and events.
- 3.) Actively participates in all chairpersons duties for chairperson training purposes.

#### **C.) Secretary:**

##### Requirements

- 1.) Suggested 6 months clean
- 2.) Basic understanding of the Twelve Steps, Traditions, and Concepts
- 3.) Willingness to serve and follow direction per Activities Committee.
- 4.) This position will carry a 13 month term. Out going officer shall train the newly elected officer in all functions of this position through out the 13<sup>th</sup> month of their term. The purpose is to ensure smooth transition from one committee year to the next and provide knowledge of experience from one member to another. Position would be over after the October Activities meeting.

##### Duties

- 1.) Records, types, and distributes the Activities Subcommittee meeting minutes.
- 2.) Attaches a financial report provided by the Treasurer to every copy of the Activities Subcommittee meeting minutes.
- 3.) Maintains archives.

#### **D.) Treasurer:**

##### Requirements

- 1.) Suggested 2 years clean
- 2.) Basic understanding of the Twelve Steps, Traditions, and Concepts
- 3.) Willingness to serve and follow direction per Activities Committee.

4.) This position will carry a 13 month term. Out going officer shall train the newly elected officer in all functions of this position through out the 13<sup>th</sup> month of their term. The purpose is to ensure smooth transition from one committee year to the next and provide knowledge of experience from one member to another. Position would be over after the October Activities meeting.

#### Duties

- 1.) Responsible for all monetary transactions. Counting of money to be done in the presence of another Activities officer or SKCASC officer.
- 2.) Provides a monthly financial statement for petty cash and ASC balance to the Secretary.
- 3.) Maintains petty cash balance.
- 4.) All funds above and beyond petty cash balance shall be given to Activities Chair monthly to be deposited with SKCASC Treasurer. Monies should then be used to replenish Activities ASC balance which is maintained at ASC. Any funds beyond ASC balance then become donation to ASC.

\*\*\*\*See SKCASC guidelines for current Activities Petty Cash and Activities ASC balances.

#### **E.) Event Coordinator:**

#### Requirements

- 1.) Suggested 1 year clean
- 2.) Willingness to serve and follow direction per Activities Committee.
- 3.) Basic understanding of the Twelve Steps, Traditions, and Concepts
- 4.) This position will carry a 13 month term. Out going officer shall train the newly elected officer in all functions of this position through out the 13<sup>th</sup> month of their term. The purpose is to ensure smooth transition from one committee year to the next and provide knowledge of experience from one member to another. Position would be over after the October Activities meeting.

#### Duties

- 1.) Carries a clear message of NA.
- 2.) Secures locations, speakers, and entertainment for events per guidance of Activities Committee.

- 3.) Maintains correspondence with all outside entities in regards to facilities and entertainments.
- 4.) Confirms dates and time for all booked facilities, speakers, and entertainment at least two weeks before event.
- 5.) Works closely with Chair and Vice Chair for scheduling appointments for facility viewings, key assignment and appointments for contract signing.

**\*\*\*\*Contract signing and handling of keys to be done by Chair and Vice Chair.**

**F.) Volunteer Coordinator:**

**Requirements**

- 1.) Suggested be clean
- 2.) Willingness to serve and follow direction per Activities Committee.
- 3.) This position will carry a 13 month term. Out going officer shall train the newly elected officer in all functions of this position through out the 13<sup>th</sup> month of their term. The purpose is to ensure smooth transition from one committee year to the next and provide knowledge of experience from one member to another. Position would be over after the October Activities meeting.

**Duties**

- 1.) Coordinates volunteer support for up coming activities events.

**G.) Decorations:**

**Requirements**

- 1.) Suggested 6 months clean
- 2.) Willingness to serve and follow direction per Activities Committee.
- 3.) Basic understanding of the Twelve Traditions.
- 4.) This position will carry a 13 month term. Out going officer shall train the newly elected officer in all functions of this position through out the 13<sup>th</sup> month of their term. The purpose is to ensure smooth transition from one committee year to the next and provide knowledge of experience from one member to another. Position would be over after the October Activities meeting.

### Duties

- 1.) Responsible for purchasing, setting up, and removing all event decorations.
- 2.) Obeys all facility rules and regulations.
- 3.) Maintains decoration inventory.

### **H.) Arts and Graphics:**

#### Requirements

- 1.) Suggested 6 months clean
- 2.) Willingness to serve and follow direction per Activities Committee.
- 3.) Basic understanding of the Twelve Steps and Traditions.
- 4.) This position will carry a 13 month term. Out going officer shall train the newly elected officer in all functions of this position through out the 13<sup>th</sup> month of their term. The purpose is to ensure smooth transition from one committee year to the next and provide knowledge of experience from one member to another. Position would be over after the October Activities meeting.

#### Duties

- 1.) Makes flyers and submits for approval to Activities. Suggested two months before event.
- 2.) Flyers **must** be ready for ASC submission at least 30 days before event.
- 3.) Must have basic computer knowledge as well as easy access to computer and printer.

### **I.) Supply Chair:**

#### Requirements

- 1.) Suggested 2 years clean
- 2.) Willingness to serve and follow direction per Activities Committee.
- 3.) Basic understanding of the Twelve Steps, Traditions, and Concepts
- 4.) This position will carry a 13 month term. Out going officer shall train the newly elected officer in all functions of this position through out the 13<sup>th</sup> month of their term. The purpose is to ensure smooth transition from one committee year to the next and provide knowledge of experience from one member to another. Position would be over after the October Activities meeting.

## Duties

- 1.) Responsible for all concession sales at the events. Supply Chair may appoint helpers but remains the single point of accountability for all concessions inventory and sales at the event.
- 2.) Responsible for transporting all supplies to and from the event.
- 3.) Maintains and purchases all activities supplies.