

Day of the Dinosaur Event

Subcommittee Guidelines

Approved (March 1,2011)

Article A Purpose and Scope

Section 1: To hold an NA Regional Convention Fundraising Event in the fall of each year, called Day of the Dinosaurs. To celebrate NA History by having workshops and main speakers with clean time and NA Fellowship experience in excess of 20 years or more! To enhance our primary purpose and unity within the fellowship of Narcotics Anonymous.

Section 2: The committee shall not conflict with:

- A) Twelve Traditions of Narcotics Anonymous
- B) Twelve Concepts of Narcotics Anonymous
- C) South King County Area Guidelines
- D) Day of the Dinosaur Guidelines

Article B Officers

Section 1: **The Chair** of the committee will be elected at the Day of the Dinosaur (DOD) Wrap up Meeting no later than 60 days following the Event and begin term by scheduling and facilitating the Start Up meeting in November

The Chair's duties include:

- A) Coordinates all DOD meetings.
- B) Presides at all regular, and special DOD Committee meetings.
- C) Prepares agenda for each meeting.
- D) Cooperate with and assists the other officers and Subcommittee Chairs.
- E) Schedule event upon committee approval.
- F) The Chair shall attend all SKCNA meetings and submit a written report, minutes, and financial statement.

- G) Schedules and opens DOD Wrap up Meeting no later than 60 days following the Event
- H. Newly elected Chair will open the scheduled Start up meeting sometime in November.
- H) Informs new Committee that the first order of new business is site selection
- H.) Suggested clean time requirement is three years.

Section 2: The **Vice Chair's** duties include:

- A) In the absence of the chair, the vice chair assumes all those responsibilities normally carried out by the chair.
- B) Communicates with all Subcommittee Chairs monthly.
- C) Suggested clean time requirement is two years.

Section 3: The **Secretary's** duties include:

- A) Take the minutes at each meeting.
- B) Will produce and distribute the minutes at the following DOD meeting. (And or e-mailing sooner)
- C) Will provide the chair with a copy of the minutes prior to the SCKASC meeting.
- D) The Secretary will maintain the Archives.
- E) Suggested clean time requirement is one year.

Section 4: The **Treasurer's** duties include:

- A) Shall maintain clear records of income and expenses.
- B) Submit a written report at each DOD meeting
- C) Coordinate with SKCNA Treasurer all deposits and withdrawals in a timely manner
- D) Be available to Subcommittee Chairs to receive and account for all monies turned in for fundraising, ticket, and merchandising to turn in to SKCNA Treasurer in a timely manner
- E) Suggested clean time requirement is five years.

Article C

Subcommittee Chairs

Section 1: The **Programming Chair** shall:

- A) Be responsible for coordinating and establishing workshops for the Event.
- B) Research speakers for the Event.
- C) Bring list of speakers to be approved by committee. Speakers must have 20+years clean and carry a clear Narcotics Anonymous message.
- D) Produce a program for the committee to approve
- E) Work with the Arts/Graphics Chair to print programs for the DOD
- F) Suggested clean time requirement is five years.

Section 2: The **Registration/Tickets Chair** shall:

- A) Upon committee approval, produce tickets for the Event.
- B) Maintain total financial accountability.
- C) Keep a list of all people selling tickets.
- D) Distribute no more than 10 tickets at a time to any person without committee approval.
- E) Keep accurate monthly accounting of cash received from ticket sales and cash turned in to the treasurer.
- F) Issue receipts for all monies collected.
- G) Maintain financial archives regarding ticket sales.
- H) Suggested clean time requirement is five years.

Section 3: The **Merchandise/Fund-raising Chair** shall:

- A) Upon committee approval, create and produce items to be sold or raffled to generate funds to support the Event.
- B) Produce such items to sell prior to and during the Event.

- C) Get committee approval on all merchandise to be purchased.
- D) Produce items to sell prior to and during the event.
- E) Contact other event committees to gain permission to sell such items during their function.

- F.) Suggested clean time requirement is five years.

Section 4: The **Food and Beverage Chair** shall:

- A) Bring to the committee a proposal for food and beverage plan for the Event for approval
- B) Make necessary plans for purchasing, preparing, and serving food according to the plan. (including cost of serving 150 – 200 members)
- C) Work with the committee to set price of Event ticket

Section 5: The **Hospitality Chair** shall:

- A) Bring to the committee a plan for providing a space (room if available) for congregation and fellowship during and in between workshops
- B) Shall be responsible for working with the Food and Beverage Chair to provide coffee, tea, and sodas for sale at the event
- C) Provide plan for outside smoking areas.
- D) Provide a written report at the DOD meetings
- E) Suggested clean requirement is two years

Section 6: The **Arts and Graphics Chair** shall:

- A) Be responsible for producing all signs, flyers for the Event after committee approval. Committee approval may be obtained by email if necessary in between meetings (no longer than 5 day process) Must have majority of all committee members without regard to email status.
- B) Be responsible to work with the Programming Chair to produce program for the Event after committee approval
- C) Be responsible to work with Registration/Tickets Chair to produce tickets for the Event if needed
- D) Provide a written report at the DOD meetings
- E) Suggested clean time requirement is two years

Section 7: The **Serenity Keepers Chair** shall:

- A) Provide security at the event. Staff must be pleasant but firm
- B) Maintain presence at points of sale and entrances to facility
- C) Works with the Hospitality Chair to maintain designated smoking area
- D) Enforce all facility rules and regulations that apply to the Event

- E) Work with volunteers and committee members to clean up facility after the Event
- F) Provide written reports at the DOD meetings
- G) Suggested clean time requirement is two years

Section 8: The **Entertainment Chair** shall:

- A) Be responsible to coordinate committee plans for entertainment for the Event
- B) Bring to the committee proposals for contracting entertainment (Comedy show, dance, etc) starting at the end of the main speaker meeting to the end of the event
- C) Provide written reports at the DOD meetings
- D) Suggested clean time requirement is five years

Article D Voting

Section 1: A quorum is defined as 2/3 of the elected committee less the chair.
A quorum is required for all voting.

Section 2: Votes to abstain are not counted for or against

Section 3: In case of a tie vote, the Chair will cast the breaking vote.

Section 4: A majority vote is required to elect committee officers and subcommittee chairs.

Section 5: Members may vote if they have been in attendance for the last two consecutive DOD meetings. (Excluding startup meeting)

Section 6: For committee officers and subcommittee chairs to maintain voting status they must be represented in person or by written report 2 of the last 3 DOD meetings.

Section 7: All new money expenditures will require a 2/3-majority vote.

Section 8: All motions must be seconded by a Committee member.

Article E

Operating Procedures

Section 1: The Subcommittee will use the Area's PO Box as an address for all correspondence

Section 2: All money transactions will funnel through the Area Treasurer from the Event Treasurer. Subcommittee fund requests will be submitted to the Area Treasurer. All fund requests will require receipts or prior Subcommittee approval.

Section 3, Seed money to start each year is \$1500.00

Section 4: All funds not obligated after the Event excluding \$1500.00 seed money for the next year shall be donated from the SKCNA ASC to the current WNIRCNA by the Area Treasurer

Section 5. The loss of abstinence is an automatic loss of service position with the Event.

Section 6. There shall be a minimum of three bids submitted for any contracted services over \$100.00

Section 7. There will be a scheduled wrap up meeting no later than 60 days following the Event. The Chair position for the following year will be elected at that meeting. Announcements will be made prior so that all interested qualified members can attend

Article F

Amendments to the Guidelines

Section 1. A motion to amend these Guidelines may be made by any member, but must be seconded by a voting member

Section 2. An amendment must be approved by a 2/3 majority vote and sent back to Area for ratification before implementation

Section 3. These Guidelines may be amended by Area resolution and major motion