Activities Guidelines

6.26.2022

Purpose – To hold event to further our primary purpose while having fun in recovery

Membership

- Member after 1 committee meeting
- No clean time requirement for membership

Committee Roles and Responsibilities

The executive committee is comprised of the Chair, Vice Chair, Treasurer and Secretary.

Chair

- Minimum clean time requirement is 2 years.
- Position is a 2-year commitment
- Runs events
- Keeps order in the meeting
- Ability to be a signer on the bank account

Vice Chair

- Minimum clean time requirement is 1 year clean
- Position is a 2-year commitment
- Helps chairperson keep meeting orderly
- Acts as chairperson in case of chairperson's absence
- May have other responsibilities at events
- Desire to be chairperson

Secretary

- Minimum clean time requirement is 1 year
- Position is a 2-year commitment
- Takes accurate set of minutes at each monthly meeting

Treasurer

- Minimum clean time requirement is 2 years clean
- Position is a 2-year commitment
- Ability to get on bank account
- Keeps bank statements ad accurate records
- Reports to committee every month bank balances and transactions

Other roles

Other Roles include events Coordinator and Merchandise.

Events Coordinator

- Minimum clean time requirement is 1 year
- Position is a 2-year commitment
- Finds event Venues
- Speaker Coordination

Merchandise

- Minimum clean time requirement is 1 year
- Position is 2-year service commitment
- Get and coordinate donations from Na members
- Get merchandise from other NA events using activities funds

Regarding Money

Our operating expenses for events will be $2,000. As we plan and pay for events, we will go under the $2,000 although we hope to make it back on different events.

Yearly

Activities will put on at least 1 free event for our NA community a year.

Miscellaneous

Activities has chosen to use the Messenger platform as a tool in case we need to make emergency motions. For example: Unity by the Sea June 3rd and 4th 2022 was rained out on Saturday and we needed to find a dry venue, so we made an emergency motion and vote on the messenger platform to get it done because all of the members of activities were not present.

Operating expenses for events is the verbiage we are using in our guidelines

Before each event we vote on a tentative budget for food, venue, speaker travel allotment. This goes in the monthly minutes.