



Northern Counties Area Activities Committee suggested Guidelines

Approved November 2017

This body shall be known as the Northern Counties Area Activities Sub-committee, herein after referred to as NCAAC. This is a sub-committee of the Northern Counties Area Service Committee herein after to as NCASC of Narcotics Anonymous. As such, the NCAAC shall operate within the NCASC guidelines and is accountable to the NCASC.

At the first NCAAC meeting, which is held on the second Sunday of January of each year, the Committee shall elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice-Treasurer, Regional Activities Representative, Alternate Regional Representative, Merchandise Coordinator, Merchandise Co-Coordinator and Activities Coordinator, who will assume their duties the following month. The Bank account and the signature Card must be updated immediately.

Purpose:

To provide Activities, promote Unity and raise funds for the Northern Counties Area Fellowship.

SUGGESTED REQUIREMENTS AND DUTIES OF THE OFFICERS:

All elected officers shall have a working knowledge of the 12 Steps, the 12 Traditions and a willingness to serve.

- A. CHAIRPERSON;** Shall have at least 3 years clean time and 1 year of NCAAC experience
- 1) Preside at all NCAAC meetings.
 - 2) Provide an Agenda for the NCAAC meeting.
 - 3) Be a co-signer of the NCAAC bank account.
 - 4) Vote at the NCAAC meeting only in the event of a tie. Oversees and coordinates all NCAAC activities or functions.
 - 5) Represents the NCAAC at the NCASC meeting.
 - 6) Distributer fliers of upcoming Regional activities or functions at the NCASC. Will provide a current written report, including the Treasurer report of the monthly sub-committee meeting to the NCASC secretary. Will give an oral report to the Group Service Representatives, herein after referred to as GSR's, and the executive body as well as post all pertinent information on the board for the GSR's.
 - 7) Keep in possession the NCASC storage key.

B. VICE-CHAIR-PERSON; Shall have at least 2 years of clean time and 1 year of NCAAC experience.

- 1) Perform duties of the Chairperson in their absence.
- 2) Assist chairperson in overseeing and coordinating all activities or functions.
- 3) Preside at all ad-hoc meetings.
- 4) Keep in possession a second copy of the NCASC storage key.
- 5) Be a co-signer on the NCAAC bank account.

C. SECRETARY; Shall have at least 1 year of clean time.

- 1) Record and distribute minutes at all NCAAC meetings including ad-hoc meetings.
- 2) Keep an active roll call of members, including phone numbers and e-mails.
- 3) Compile and be the custodian of the previous 2 years of NCAAC activities as well as current NCAAC guidelines.

D. TREASURER; Shall Have at least 3 years of clean time and 1 year of NCAAC experience.

- 1) Keep records of all cash flow in and out of the bank, (all event deposits shall be made within 72 hours).
- 2) Be a custodian of the NCAAC bank account and "DEPOSIT ONLY" card.
- 3) Be a co-signor of the NCAAC bank account.
- 4) Disburse funds with approval of the NCAAC.
- 5) Prepare an event report including proof of deposit following each event.
- 6) Properly prepare a monthly treasurer's report including a copy of the bank statement.
- 7) Prepare a Financial Statement at the end of each calendar year.

E. VICE-TREASURER; Shall have at least 2 years of clean time and 1 year of NCAAC experience.

- 1) Performs the duties of the treasurer in their absence.
- 2) Be a co-signer of the NCAAC bank account.
- 3) Conduct an annual audit with the NCASC Vice-Treasurer.

F. REGIONAL ACTIVITIES REPRESENTATIVE; Shall have at least 1 year of clean time and 6 months of NCAAC experience.

- 1) Attend all the SCRAC meetings, (which are held on the 1st Wednesday of each month at the Regional Service office).
- 2) Act as the Liaison between the NCAAC and the SCRAC.
- 3) Report the NCAAC activities and/or events to the SCRAC and distribute fliers of upcoming activities and events.
- 4) Request Dates from the SCRAC and pick up fliers of upcoming events from the SCRAC.
- 5) Provide a verbal report to the NCAAC and submit a written report to the NCAAC Chairperson and Secretary.

G. ALTERNATIVE REGIONAL ACTIVITIES REPRESENTATIVE; Shall have at least 6 months of clean time and 3 months of NCAAC experience.

- 1) Perform the duties of the Regional Activities Representative in their absence.
- 2) Attend all the SCRAC meetings.

H. MERCHANDISE COORDINATOR; Shall have at least 2 years of clean time and 1 year of NCAAC experience.

- 1) Keeps records of all Merchandise and Concessions
- 2) Purchase and collect Raffle items.
- 3) Responsible for transporting the Concessions for all activities or events, and keeps accurate records of all Concessions used at said activities or events.
- 4) Provide a monthly report to the NCAAC.

I. MERCHANDISE CO-COORDINATOR; Shall have at least 1 year of clean time and 6 months of NCAAC experience.

- 1) Performs the duties of the Merchandise Coordinator in their absence.
- 2) Assists the Coordinator in their duties.

J. ACTIVITIES COORDINATOR; Shall have at least 2 years of clean time and 1 year of NCAAC experience.

- 1) Research venues and/or places for events including but not limited to, sports events, with the intent of keeping with Narcotics Anonymous 1st Tradition of promoting Unity as well as the purpose of the NCAAC within the Northern Counties fellowship.
- 2) Submit a written and oral report to the NCAAC monthly.
- 3) Upon direction from the NCAAC, coordinate any upcoming activities or events with the venue.

4) OPERATIONAL GUIDELINES:

- 1) Committee officers shall serve for a term of one year. All committee officers may succeed themselves in office, but none may serve more than two consecutive terms in any office. A relapse is an automatic forfeiture of any elected position and all signing privileges will be revoked immediately.
- 2) Activities officers cannot be an authorized signor for both the NCAAC and NCASC at the same time.
- 3) The NCAAC shall hold regular monthly meetings. Special meetings may be called by a majority vote or at the discretion of the Chairperson, Reasonable notice of such special meetings must be given to all committee members.
- 4) In matters pertaining to dates, places and times of Area Activities, all members may make motions and carry one vote. Any committee officer may be removed during their term in office by a 2/3 vote. In the event that any officer misses two consecutive meetings of the NCAAC, they shall be automatically removed from office. However, the officer may be reinstated by a 2/3 vote of the voting body.
- 5) A new member attending their second consecutive activities meeting may have an active vote. In the event that any voting member misses two consecutive monthly meetings, they shall become inactive and shall become active again when the second consecutive monthly activities meeting is attended.
- 6) Any transaction involving the use of funds shall be voted on and passed by a 2/3 vote of the voting body.
- 7) A maximum of \$2,450.00 will be kept in the NCAAC bank account. Any monies over \$2,450.00 will be donated to the NCASC.
- 8) To avoid duplication of dates, the Activities Representative should clear dates with the SCRAC.

- 9) Any NA member may participate in the NCAAC
- 10) The NCAAC checking account shall require two signatures on each check.
- 11) The guidelines for selecting speakers, leaders and readers for an activity or an event are as follows:
 - a) The speaker shall be an active member of NA with a minimum of 5 years of continuous clean time.
 - b) The leader shall be an active member of NA with a minimum of 3 years of continuous clean time.
 - c) The readers shall be clean of all substances.
 - d) No speaker may be a member of the NCAAC.
- 12) The Chairperson of the NCAAC or their delegate shall notify selected speakers, leaders and readers.
- 13) A quorum shall be required to conduct business. A quorum consists of 50% of the active NCAAC voting members. If at the regular monthly activities meeting, a quorum cannot be gathered, the Chairperson shall call an emergency meeting, as per guideline #3.
- 14) The committee shall select a volunteer to design fliers that meet with the approval of NCASC.
- 15) Any portion of these guidelines may be waived by a 2/3 vote.
- 16) For any activities or events, only the NCAAC voting members are permitted to handle money, tickets, merchandise, or perform transactions and only after they have signed a waiver, which will be provided by activities. If an elected officer is found to be in violation of these guidelines, it will be brought to the attention of the NCAAC and the matter shall be taken to the NCASC. Any steps taken in such a situation shall be done only after a 2/3 vote. Any form of misappropriation will be handled in the same fashion.
- 17) Any amendment to a guideline must be submitted to the Chairperson in writing two weeks prior to the next scheduled NCAAC meeting. It is important to understand that these guidelines are not stern rules, but rather a suggested guideline for the NCAAC to operate smoothly.

H & I and Activities Marathon Guidelines addendum;

These Guidelines are created for the Northern Counties New Year's Eve H&I Marathon, but may be applied to any other joint activity put on jointly by the N.C. H&I and activities sub-committees.

Duties of NC activities sub-committee:

- 1) The Activities sub-committee shall secure a venue for the event. All financial costs such as deposits, rent and Insurance certificates are the sole responsibility of the Activities sub-committee.
- 2) The Activities sub-committee shall provide fliers for the event.
- 3) The Activities sub-committee shall provide food and drinks for the event.
- 4) The sub-committee shall maintain the amount of what it will cost to put on the event (\$600.00).
- 5) The sub-committee will pay for all T-shirts made for the event.
- 6) All monies made from the sales of shirts will be held by the Activities sub-committee.
- 7) The 7th tradition shall be collected by the sub-committee.
- 8) H&I will be given a monthly financial report.
- 9) Activities members shall attend the event to assist in the event as well as assisting in the set-up and clean-up of the venue.
- 10) The sub-committee shall either appoint or elect a liason to attend the H&I sub-committee for purposes of the marathon.

Duties of H&I sub-committee:

- 1) H&I shall plan the event, including scheduling speakers, leaders and theme of the event.
- 2) The sub-committee shall design a flyer, (although the activities sub-committee may assist).
- 3) The sub-committee shall create the logo for any shirts made (again activities may assist).
- 4) H&I members shall assist with the event including set-up and clean-up of the venue.
- 5) Any shirt monies sold by members of H&I shall be turned over to the Activities sub-committee monthly.
- 6) H&I should appoint a liason to activities for marathon reporting.