

Guidelines for the Activities Subcommittee of ENNA

Approved 11/7/06

I. Definition and Purpose of the Subcommittee:

- The Eastern Nebraska Narcotics Anonymous Activities Subcommittee (hereafter referred to as the Subcommittee) is a service body which is dedicated to providing the ENNA area with recovery-oriented events, activities, and merchandise. All funds generated through the Subcommittee belong to the ENNA ASC.
- As a Subcommittee of ENNA, the Subcommittee shall maintain effective communication and cooperation with the ASC. Subcommittee meetings are open to all members of the NA Fellowship.
- In all its proceedings this Subcommittee shall adhere to ENNA ASC guidelines, as well as The Twelve Traditions, Twelve Concepts of NA Service and utilizing the resources of the Guide to Local Service.

II. Functions of the Subcommittee:

- A. Holds regularly scheduled monthly meetings.
- B. Communicates and disburses all information to and from volunteers.
- C. Distributes Activities flyers to all groups via ASC meetings, the ENNA website (via Public Information) and email.
- D. Provides representation and participation at ASC.
- 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 and treasurer, who is elected by the Subcommittee and approved at the ASC, 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 duties of the chairperson until the next Activities meeting where a new Chairperson will be elected or appointed.

IV. Definition of a Member of the Subcommittee

- A. A member is defined as an NA Member who is present at two Subcommittee meetings and identifies himself or herself as a member of the Subcommittee.

V. Qualifications and Duties of Elected Committee Members:

- A. *Chairperson*: Clean time: 2 years. Minimum 90 days participation within the Activities Subcommittee. Elected by the ENNA Activities Subcommittee and

approved by the ASC. Shall fulfill any other ENNA requirements of a Subcommittee Chairperson. (See ENNA guidelines)

These responsibilities include:

1. Attends and provides written reports of all monthly activities at each Activities meeting.
2. Announces and holds regularly scheduled Subcommittee meetings.
3. Prepares an agenda for and maintains order at each meeting.
4. Submits copies of the treasurer's journal and a copy of the bank statement to the ENNA treasurer monthly.
5. Elects or appoints other committee members as necessary.
6. Channels all funds from any event to the Activities treasurer.
7. Prints and copies fliers, etc.
8. Attends all functions coordinated by the Subcommittee and is the single point of accountability for the actions of the Subcommittee

B. *Vice-Chairperson*: Clean time: 1 year. Minimum 90 days participation within the Activities Subcommittee. Elected by the Subcommittee.

Responsibilities to the Subcommittee include:

1. Assumes the duties of Chairperson in the case of Chairperson's absence.
2. If the office of Chairperson should become vacant, the Vice-Chairperson assumes the duties until a Chairperson is elected or appointed by the ASC.
3. Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
4. Responds to all inquiries of members relating to policy and procedure.
5. 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 six months.

Responsibilities to the Subcommittee include:

1. Records minutes of all meetings of the Subcommittee and maintain archives of prior meeting minutes and related materials.
2. Copies and distributes minutes from Subcommittee meetings.
3. Keeps current records of all Subcommittee members including addresses, phone numbers, and e-mail addresses.
4. Keeps records of all venues used for events: to include rules and regulations, rental price and contact information.

D. *Treasurer*: Clean time requirement: two years. Minimum 90 days participation within the Activities Subcommittee. Elected by the ENNA Activities Subcommittee and approved by the ASC. Shall fulfill any other ENNA requirements of a Subcommittee Treasurer. (See ENNA guidelines)

Responsibilities to the Subcommittee include:

1. Maintains a simple set of accounting books for the Subcommittee.
2. Reconciles the balance sheet of funds for each event.
3. Provides the Chairperson with copies of the treasurer's journal and bank statement for the ASC. Submits books for an audit yearly

VI. Voting Participants and Procedures

- A. Addicts who have been defined as members of this Subcommittee are eligible to vote on matters concerning Activities work. (see section IV)
- B. All voting matters shall be decided by a simple majority.

VII. Management of Funds

- A. The prudent reserve of the Activities Subcommittee is \$500. All funds in excess of this amount should be forwarded to the ASC.
- B. Two Subcommittee members shall count all funds acquired at any Activities Subcommittee function/event/fundraiser with at least one being an elected member.
- C. A receipt must accompany all expenditures.
- D. All funds shall be forwarded to the Treasurer of ENNA Activities.
- E. An itemized accounting statement for all functions/events shall be provided for review at each Activities monthly meeting.

IX. Flyers

- A. All flyers must contain at least one contact person from the Subcommittee and be clearly identified (using the NA logo) as an ENNA Activity in order to be approved for distribution by the Subcommittee.

IX. Halloween and New Year

- A. ENNA and SWINA shall rotate these functions yearly in an effort to provide unity. Functions will be held in the Omaha/Council Bluffs metro area. Each area is individually responsible for the coordination of their event.

