

**Lane County Area
Narcotics Anonymous
Activities Guidelines
For Annual Events**

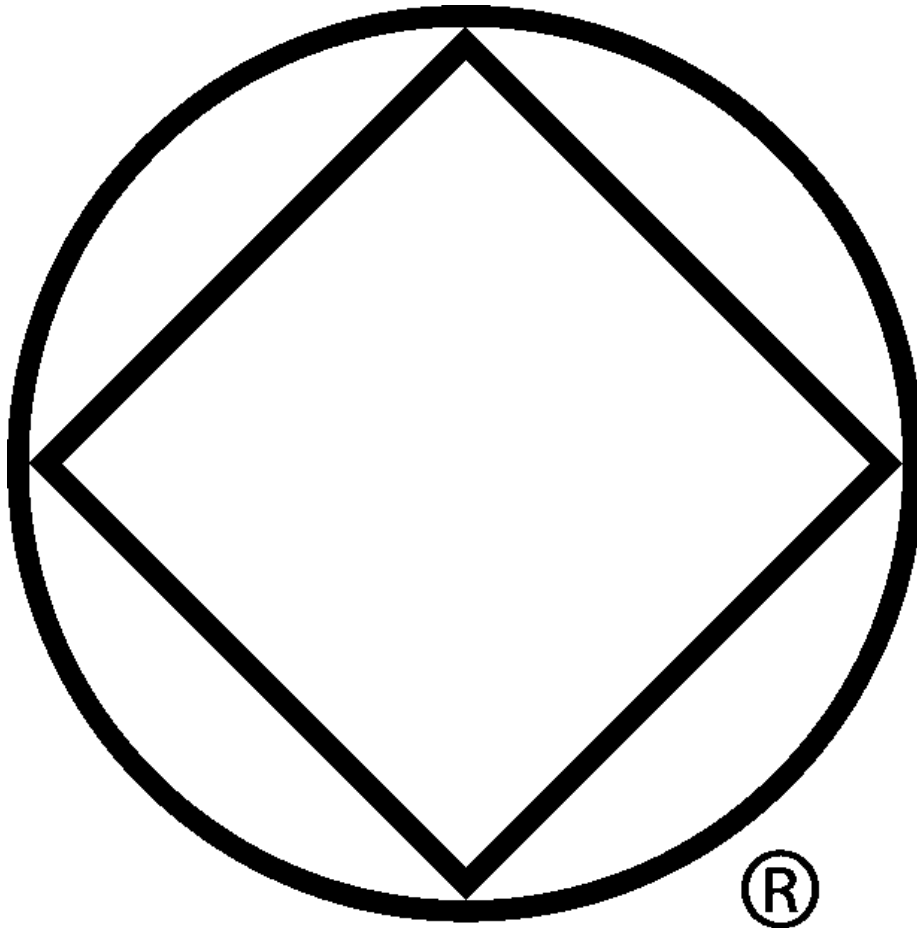


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ARTICLE I: PURPOSE AND SCOPE

Section A

The name of this committee shall be the Lane County Area Narcotics Anonymous Annual Event Committee, hereinafter in this document referred to as the Annual Event Committee (i.e. Women's Retreat, Men's Retreat, Camp Recovery, Unity Day, and any other annual event). This subcommittee is directly responsible to the Lane County Area Activities Committee (Activities Committee).

Section B

The purpose of this Annual Event Committee shall be to plan, organize and hold an Annual Event. This subcommittee shall be in accordance with The Twelve Traditions and Twelve Concepts of Narcotics Anonymous, Activities Guidelines, Lane County Area Service Committee (LCASC) Guidelines and the Guide to Local Services in Narcotics Anonymous.

Section C

The lifetime or duration of the Annual Event Committee shall be one (1) year, beginning when the Chairperson is elected by the Activities Committee, and ending when the closing report for the Annual Event is presented to the Activities Committee.

ARTICLE II: MEETINGS

Section A

The Annual Event Committee shall meet a minimum of once a month. The date, time and location of these meetings shall be scheduled by the subcommittee and provided to Activities. Any changes in the meeting time and/or location must be provided to all committee members and Activities as soon as possible. There must be at least two voting members present to conduct business at any subcommittee meeting.

Section B

Special meetings may be called at any time by the Annual Event Committee Chairperson or Vice Chairperson. The sole purpose of a special meeting is to conduct the business it was called for; no other business will be conducted at the special meeting. All voting members are to be notified in advance of the special meeting's time and place. Phone or Email polls may be used instead of special meetings, as agreed to by the Annual Event Committee; all voting members should be polled.

ARTICLE III: VOTING AND ELECTIONS

Section A

Any member of Narcotics Anonymous who attends an Annual Event Committee meeting is considered a member of the subcommittee. Voting members shall be any member of NA who is interested and has attended two consecutive meetings. Voting members shall have one vote per person. The Chairperson does not vote except in the event of a tie, where he or she will cast the deciding vote.

Section B

Any voting member of the Annual Event Committee, excluding the Chairperson, may make a motion. All motions must be seconded by a voting subcommittee member in order to be discussed and voted on.

Section C

Any member of the Annual Event Committee may nominate a qualified person for an open Subcommittee Officer position (see Article IV).

- A simple majority vote is required to elect Officers.
- Members may be nominated and elected for any position at any time during the life of the subcommittee (see Article I, Section C).
- All positions have a term length of one (1) year. Members elected into a position should be committed to serving in that position for the full length of the term.
- No member shall be eligible to serve more than two (2) consecutive terms in the same position.

Section D

Any Officer or other Annual Event Committee member may be removed from a position after notification of non-compliance of duties. A simple majority vote is required to remove an Officer from a position. Non-compliance includes, but is not limited to:

- Non-fulfillment of the duties of their position (see Article IV).
- Non-attendance at any committee meeting, event or fundraiser without prior notification (i.e. written report, email or phone call).

Section E

Any Annual Event Committee member will immediately resign or be removed from his or her position for any of the following:

- Loss of clean time.
- Misappropriation of NA funds (see Article V, Section C).

ARTICLE IV: OFFICERS

Section A

The Officers of the Annual Event Committee shall be: Chairperson, Vice Chairperson, Treasurer, Alternate Treasurer, and Secretary. Additional members may include, but are not limited to: Registration Coordinator, Fundraising Coordinator, Merchandising Coordinator, Programming Coordinator, Liaison, Crafts Coordinator, and Food Coordinator. Officers and other Annual Event Committee members should have an understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, and shall perform tasks as outlined by these and the Activities guidelines.

DUTIES OF OFFICERS

Chairperson

The chairperson must have a minimum of three (3) years clean.

Duties include:

- Is the central point of accountability for the event.
- Facilitate all Annual Event Committee meetings.
- Prepare an agenda for each meeting.
- Attend and present reports at the Activities Committee meeting each month; also attend the LCASC meeting when required.
- Schedule the Annual Event upon subcommittee approval, including finding and securing reservations for facilities, and obtaining proof of insurance from the LCASC Treasurer if requested by the facility.
- Must be aware of all rules and regulations of any facility being used during the Annual Event.
- May sign contracts related to putting on the Annual Event, upon subcommittee approval. Must provide the Activities Chairperson with copies of any such contracts.
- Ensure that all subcommittee Officers are fulfilling their duties.
- Attend all Annual Event Committee meetings and functions, unless excused absence is arranged (see Article III, Section D) or an emergency arises.
- Submit a monthly written report to the Annual Event Committee.
- Submit a final report, including the final Treasurer's report, to the Activities Committee within 30 days of the Annual Event Committee's closing meeting.
- Establish and maintain the Annual Event Committee contact list and forward any changes on to the Secretary.

Vice Chairperson

The Vice Chairperson must have a minimum of three (3) years clean. It is strongly suggested that the Vice Chairperson consider nomination to the Chairperson position at the end of his or her term.

Duties include:

- In the absence of the Chairperson, the Vice Chairperson will assume all responsibilities normally performed by the Chairperson.
- Perform and/or delegate any and all duties of the subcommittee Officers and Coordinators in their absence.
- Attend all Annual Event Committee meetings and functions, unless excused absence is arranged (see Article III, Section D) or an emergency arises.
- Assume responsibility for securing a meeting place for the Annual Event Committee meetings, unless otherwise directed by the subcommittee members.
- Submit a monthly written report to the Annual Event Committee.
- Count all moneys, together with the Treasurer, in the presence of another subcommittee Officer or the subcommittee Chairperson.

Treasurer

The Treasurer must have a minimum of three (3) years clean and the ability to reconcile a financial statement.

Duties include:

- Carry out all responsibilities as listed in Article V: Financial Procedures.
- Is responsible for all monetary transactions, including but not limited to:
 1. Collecting all funds from subcommittee members.
 2. Forwarding moneys back to activities to be deposited.
- Count all moneys, together with the Vice Chairperson, in the presence of another Annual Event Committee Officer or the Annual Event Committee Chairperson.
- Prepare a proposed budget for the Annual Event. Presents the budget to the Annual Event Committee for approval. Is responsible for researching and appropriating any support needed to prepare said budget.
- Is responsible for monthly reconciliation of financial statements and ledgers, providing a complete financial accounting for the next Annual Event Committee meeting.
- Provide a monthly financial statement to the Annual Event Committee Chairperson before every Activities Committee meeting.
- Attend all Annual Event Committee meetings and functions, unless excused absence is arranged (see Article III, Section D) or an emergency arises.
- Submit a monthly written report to the Annual Event Committee (Note: that this is in addition to the monthly financial statement submitted to the Annual Event Committee Chairperson).
- Provide an accurate financial report of the entire Annual Event to the Annual Event Committee Chairperson at the end of the Annual Event.

Alternate Treasurer

The Alternate Treasurer must have a minimum of three (3) years clean and the ability to reconcile a financial statement. It is strongly suggested that the Vice Treasurer consider nomination to the Treasurer position at the end of his or her term.

Duties include:

- In the absence of the Treasurer, the Vice Treasurer will assume all responsibilities normally performed by the Treasurer.
- Assist the Treasurer in preparing a proposed budget for the Annual Event. Is responsible for researching and appropriating support needed to prepare said budget.
- Submit a monthly written report to the Annual Event Committee.
- Attend all Annual Event Committee meetings and functions, unless excused absence is arranged (see Article III, Section D) or an emergency arises.

Secretary

The Secretary must have a minimum of one (1) year clean.

Duties include:

- Record proceedings of all Annual Event Committee meetings, and distribute minutes to committee members.
- Attend all Annual Event Committee meetings and functions, unless excused absence is arranged (see Article III, Section D) or an emergency arises.
- In the absence of the Chairperson and Vice Chairperson, the Secretary will call to order and preside over regularly scheduled Annual Event Committee meetings.
- Establish and maintain the Annual Event Committee contact list and forwards any changes on to the Chairperson.
- Use the Annual Event Committee phone list to contact all subcommittee members at least 6 hours before any meeting to get confirmation on attendance.
- Maintain the Annual Event Committee archives. Archives may be stored with the previous years' Annual Event Committee archives.
- Submit a written monthly report to the Annual Event Committee, including the time and place of the next meeting.
- Forward all archives, meeting records and reports to next year's Annual Event Committee Chairperson.

DUTIES OF COORDINATORS

Fundraising Coordinator

The Fundraising Coordinator must have a minimum of two (2) years clean.

Duties include

- Maintain total financial accountability including, but not limited to, the following:
 1. Create and submit a fundraising budget within the first two (2) months of being elected into the position.
 2. Allow only people with two (2) years clean or more to handle funds at each fundraiser.
 3. Keep accurate financial records of: all fundraising events held, all moneys disbursed, all funds collected, all funds owed.
 4. Provide copies of written financial records at every Annual Event Committee meeting.
- Shall make no financial decisions or commitments related to any fundraising event, without prior authorization of the Annual Event Committee.
- Shall hold fundraisers prior to the Annual Event as necessary. Fundraisers help to generate interest in the Annual Event as well as funds to pay for it.
- Present each fundraising idea to the committee for approval before each fundraiser.
- Attend all Annual Event Committee meetings and functions, unless excused absence is arranged (see Article III, Section D) or an emergency arises.
- Submit a monthly written report to the Annual Event Committee.
- Recruit and coordinate volunteers to assist with duties.

Registration Coordinator

The Registration Coordinator must have a minimum of two (2) years clean.

Duties include:

- Put together registration packets.
- Attend the Annual Event and coordinates registration activities.
- Produce flyers for the Annual Event and submits them to the Annual Event Committee and the Activities Committee for approval. Upon approval, distributes flyers to the LCASC, the LCASC PR Committee, and to other Areas.
- Maintain total financial accountability, including but not limited to the following:
 1. Maintains a tally of all addicts attending the Annual Event, and their donations
 2. Maintains accurate financial accounting of all registrations sold and forwards moneys to the Annual Event Committee Treasurer at or before the next scheduled Annual Event Committee meeting.
- Submit a written monthly report to the Annual Event Committee.
- Attend all Annual Event Committee meetings and functions, unless excused absence is arranged (see Article III, Section D) or an emergency arises.

Programming Coordinator

The Programming Coordinator must have a minimum of (1) year clean time.

Duties include:

- Submit a written monthly report to the Annual Event Committee
- Is responsible for selecting speakers and presenting them to the Annual Event Committee for vote. It is suggested that Main Speakers have a minimum of four (4) years clean and carry a clear NA message. Workshop Speakers should have a minimum of two (2) years clean and carry a clear NA message
- Is the point of contact for all speakers scheduled for the Annual Event.
- Coordinates speakers with the theme of the Annual Event.
- If speakers are to be recorded, obtains a signed release form each speaker, as per the Activities Committee guidelines. Maintains and archives all speakers' recordings.
- Attend all Annual Event Committee meetings and functions, unless excused absence is arranged (see Article III, Section D) or an emergency arises.

Merchandising Coordinator

The Merchandise Coordinator must have a minimum of two (2) years clean.

Duties include:

- Set up annual logo contest with winning logo to be decided no later than 6 months before the Annual Event.
- Solicit bids for merchandise and present written bids to Annual Event Committee for approval; must receive approval from the Annual Event Committee before ordering merchandise.
- Order, distribute and sell merchandise before and during the Annual Event.
- Contact other Activities Subcommittees and the Activities Committee to request permission to sell merchandise during other events.
- Maintain total financial accountability including, but not limited to, the following:
 1. Keep an updated list of all people selling merchandise items.
 2. Allow only people with two (2) years clean or more to sell merchandise items.
 3. All merchandise items disbursed must be signed for by the seller using a logbook or receipt book.
 4. Keep an accurate financial break down of: all merchandise items disbursed, all merchandise items sold, all funds collected, all funds owed.
 5. Provide copies of written financial records at every Annual Event Committee meeting.
- Attend all Annual Event Committee meetings and functions, unless excused absence is arranged (see Article III, Section D) or an emergency arises.
- Submit a monthly written report to the Annual Event Committee
- Recruit and coordinate volunteers to assist with duties.

Crafts Coordinator

The Crafts Coordinator must have a minimum of six (6) months clean time. If less than two (2) years clean, the Crafts Coordinator will obtain financial assistance from another Annual Event Committee member with a minimum of two (2) years clean.

Duties include:

- Decide on craft based on the theme of the Annual Event; bring ideas to Annual Event Committee for approval.
- Develop a plan and set an estimated budget within two (2) months of being elected into the position.
- Purchase supplies and submit all receipts to the Annual Event Committee Treasurer with the final report. Keep all receipts and turn them into the Annual Event Committee Treasurer at the next meeting.
- Coordinate craft activities at the Annual Event.
- Submit a monthly written report to the Annual Event Committee.
- Submit a final written report to the Annual Event Committee at the end of the Annual Event.
- Attend all Annual Event Committee meetings and functions, unless excused absence is arranged (see Article III, Section D) or an emergency arises.
- Recruit and coordinate volunteers to assist with duties.

Food Coordinator

The Food Coordinator must have a minimum of two (2) years clean time.

Duties include:

- Develop a proposed menu and set an estimated budget within two (2) months of being elected into the position.
- Is responsible for getting food and transporting it to the Annual Event.
- Submit a monthly written report to the Annual Event Committee.
- Submit a final written report to the Annual Event Committee at the end of the Annual Event.
- Submit all receipts for food or other necessary items purchased to the Annual Event Committee Treasurer.
- Attend all Annual Event Committee meetings and functions, unless excused absence is arranged (see Article III, Section D) or an emergency arises.
- Recruit and coordinate volunteers to assist with duties.

Liaison

The Liaison must have a minimum of one (1) year clean time.

Duties include:

- Is responsible for contacting groups and individuals from other areas interested in participating in the Annual Event. Gather and maintain information for contacting other areas and individuals from other areas.
- Forward registration information and moneys from other areas to the Registration Coordinator in a timely manner.
- Offer the opportunity to other areas to acquire and disburse merchandise for the Annual Event through the Merchandising Coordinator.
- Submit a written report to the committee to include any contact information acquired.
- Attend all Annual Event Committee meetings and functions, unless excused absence is arranged (see Article III, Section D) or an emergency arises.

Other Committee Members

Other Committee Member positions may include: Alternate Secretary, Alternate Merchandise Coordinator, Alternate Fundraising Coordinator, Alternate Crafts Coordinator, Alternate Food Coordinator, and Alternate Liaison. It is strongly suggested that the Alternates consider nomination to the corresponding Officer or Coordinator position at the end of his or her term.

Duties include:

- Alternate members must be willing to assume the duties of the Subcommittee member for which they are the alternate.
- Alternate members are just as important as the rest of the committee and will be held accountable for attending all Annual Event Committee meetings, events and functions, unless excused absence is arranged (see Article III, Section D) or an emergency arises.
- In the event that a subcommittee member has been unable to assume his or her responsibility as written in these guidelines, or has been removed under any part of articles III, IV, V, or VI, the alternate member listed will fulfill the duties of the position.
- In the event that a position becomes vacant for which the alternate does not meet the clean time requirement, the position will remain open until such position is filled, or sufficient clean time is attained.
- The Vice Chairperson will assume responsibilities if minimum requirements cannot be met in a timely manner.

ARTICLE V: FINANCIAL PROCEDURES

Section A: Financial Procedures

- Upon request or during an audit, the Activities Committee will have complete access to all financial records of the Annual Event.
- The Annual Event Committee as a whole will review all contracted services for merchandise and/or services on behalf of the Annual Event.
- Receipts are required for all expenditures.
- Before the final closing meeting of the Annual Event, a deposit may be made to secure a facility for next year's Annual Event. This deposit must be taken out of the Annual Event's net profit and the deposit amount can not exceed \$2000.00. (This amount is in addition to the Annual Event's \$1000.00 seed money.)
- Seed money to start each year's Annual Event will not exceed \$1000.00.
- After the Annual Event's closing meeting, all funds not obligated and any merchandise not sold will be submitted to the Activities Committee at their next scheduled meeting

Section B: Budgets

- The incoming Annual Event Committee will determine a total operating budget for the current year's Annual Event. The proposed operating budget must be turned into the Activities Committee by the first Activities meeting 9 months before the Annual Event each year. No funds will be released to the Annual Event Committee until a proposed budget is presented to the Activities Committee.
 1. All Annual Event Committee Officers and Coordinators shall present a budget for his or her position to the Annual Event Committee at least 10 months before the Annual Event.
 2. The Merchandising coordinator shall have a budget not to exceed \$1000.00 per order.

Section C: Misappropriation of NA Funds

Any member who has misappropriated NA funds or supplies will automatically resign and/or be removed from office. The Annual Event Committee Chairperson is to be immediately notified of misappropriation and the responsible person/persons shall return all committee funds within 24 hours. Any member who has not returned funds within 30 days will be subject to legal action.

Misappropriation is defined as but not limited to:

1. Using NA funds for anything other than the intended purpose, as defined in these guidelines, the Activities guidelines or the LCASC guidelines.
2. Borrowing NA property without the consent of the Annual Event Committee.
3. Any Annual Event Committee member who has lost or stolen merchandise, or suffered any inventory loss within the last year and not made direct financial amends within the allotted time as listed above, will not be able to sell merchandise for any Annual Event.

ARTICLE VI: GUIDELINE AMENDMENTS

Section A

An amendment to these guidelines may be proposed by any Annual Event Committee member but must be seconded by a voting Annual Event Committee member.

Section B

Proposed amendments must be approved by a majority of 2/3 of voting Annual Event Committee members. Approved amendments must then be sent to Activities and LCASC to be ratified.