

Guidelines for the Activities Subcommittee of the Maine Area Service Committee

I. Definition and Purpose of the Subcommittee:

The Maine Area Activities Subcommittee (hereafter referred to as the Subcommittee) is a volunteer group of the fellowship of Narcotics Anonymous, which is dedicated to providing the Maine Area with recovery-oriented events and activities.

As a Subcommittee of the Maine Area Service Committee of Narcotics Anonymous (MASCNA) we shall maintain effective communication and cooperation with the MASCNA. Subcommittee meetings are open to all members of the NA Fellowship.

In all its proceedings this Subcommittee shall adhere to The Twelve Traditions, Twelve Concepts of Service of NA and the resources of A Guide to Local Services.

II. Functions of the Subcommittee:

- A) Holds regularly scheduled monthly meetings before Area meets. (bi-monthly as the Subcommittee sees fit).
- B) Communicates and disburses all information to and from volunteers.
- C) Distributes Activities flyers to all groups via Area meetings.
- D) Provides representation and participation in the Area Service Meeting.
- 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) Submit monthly verbal, written and financial reports, where applicable to MASCNA.

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, who is elected by the MASCNA, 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 position of the chairperson until the next MASCNA 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 the Subcommittee's meeting and identifies himself or herself as a member of the Subcommittee.

V. Qualifications and Duties of Elected Committee Members:

A. Chairperson: Suggested clean time requirement of 1 year. elected by the MASCNA. Responsibilities include:

1. Attends and provides written reports of all monthly activities at each MASCNA meeting.
2. Announces and holds regularly scheduled Subcommittee meetings prior to Area.
3. Prepares an agenda for and maintains order at each meeting.
4. Fills in for other positions as necessary.
5. Prints and copies fliers, etc.

B. Vice-Chairperson: elected by the Subcommittee. Suggested clean time requirement of 1 year. 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 MASC.
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 1 year. 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, price, and contact information.

D. Treasurer: Suggested clean time requirement of one year.
Responsibilities to the Subcommittee include:

1. Maintaining a simple set of accounting books for the Subcommittee.
2. Reconciles the balance sheet of funds for each event.
3. Channels all funds over \$500 to the Treasurer of the MASCNA by the next MASCNA meeting.

VI. Voting Participants and Procedures

A. Those addicts who have been defined as members of this Subcommittee are eligible to vote on matters concerning Activities work within the MASCNA.

B. All voting matters shall be decided by a 2/3 majority.

VII. Management of Funds

A. Two Subcommittee members shall count all funds acquired at any Activities Subcommittee function/event – at least one being an elected member.

B. A receipt must accompany all expenditures.

C. The Activities Committee shall maintain a balance of not more than \$500.00. Funds generated by the Activities Committee Exceeding \$500.00 will be turned over to the MASCNA.

D. An itemized statement for all functions/events shall be provided for review upon request.

IX. Flyers

A. All flyers must be reviewed and approved by the Subcommittee prior to distribution.