

## Guidelines for the Activities Subcommittee of the CAN Area

### **I. Definition and Purpose of the Subcommittee**

The CAN Area Activities Subcommittee ( hereafter referred to as the Subcommittee ) is a volunteer group of the fellowship of Narcotics Anonymous, which is dedicated to provide the CAN Area with recovery-oriented events, activities and learning days. All funds generated through the Subcommittee belong to the CAN Area.

As a subcommittee of the CAN Area Service Committee ( CAN Area ASC ) we shall maintain effective communication and cooperation with the CAN Area ASC. 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) Hold regularly scheduled monthly meetings.
- B) Communicates and disburses all information to and from volunteers.
- C) Distributes Activities flyers to all groups via CAN Area ASC meetings.
- D) Provides representation and participation in the CAN Area ASC.
- E) Coordinates the development of new events at the area level.
- F) Assists, if possible, other NA service bodies upon their requests.
- G) Elects and or appoints members to fulfill the needs of the Subcommittee.
- H) Provides functions every two months for the fellowship to have fun.
- I) Carries the NA message to the addict that still suffers.
- J) Maintains an archive of all minutes.
- K) Events are required to be scheduled 45 days prior to that event.

### **III. Structure of elected positions:**

The elected positions of the Subcommittee shall consist of a Chairperson, Vice Chairperson, Secretary, and a Treasurer. The Subcommittee elects all positions, with the exception of the Chairperson, who is elected by the CAN Area ASC.

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 CAN Area ASC meeting where a new Chairperson will be elected or approved.

**IV. Definiton 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:** Elected by the CAN Area ASC and shall fulfill the CAN Area requirements of a Subcommittee Chairperson.

These responsibilities include:

1. Attend and provides written reports of all the monthly activites at each CAN Area ASC meetings.
2. Announces and holds regularly scheduled Subcommittee meetings.
3. Prepares an agenda for and maintains order at each meeting.
4. Elects or appoints other committee members as necessary.
5. Prints and copies flyers.

- B. Vice-Chairperson:** Elected by the Subcommittee. Suggested cleantime of 1 year.

Responsibility to the Subcommittee includes:

1. Assumes the duties of the Chairperson in the case of Chairperson's absence.
2. If the office of the Chairperson should become vacant, The Vice-Chairperson assumes the duties until a Chairperson is elected or appointed by the CAN Area ASC.
3. Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
4. Attends individual group consciences where applicable ( ie: when a group will host and event. )

- C. Secretary:** Suggested cleantime requirements of 1 year.

Responsibilities to the Subcommittee include:

1. Records minutes of all meetings of the Subcommittee.
2. Reading of the minutes of the last Subcommittee meeting.
3. Keeps current records of all Subcommittee members including phone numbers and email addresses.
4. Keeps records of all venues used for events.

- D. Treasurer:** Suggested cleantime requirements of 2 years.

Responsibility to the Subcommittee:

1. Maintaining a simple set of accounting books for the subcommittee.
2. Reconciles the balance sheet of funds for each event.

**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 Can Area ASC.
- B. A simple majority vote shall decide all voting matters.

**VII. Management of Funds**

- A. Two Subcommittee members shall count all funds acquired at any Activities Subcommittee function/event and at least one of those members being an elected member.
- B. A receipt must accompany all expenditures.
- C. All funds shall be forwarded to the Treasurer of the CAN Area ASC by the next ASC meeting.
- D. An itemized accounting statement for all functions/events shall be provided for all functions/events shall be provided for review at each CAN Area ASC monthly meeting.

**VIII. Flyers**

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