

N.E.W.A.N.A.
LEARNING DAY AD HOC COMMITTEE
GUIDELINES AND PROCEDURES

Revised June 2007

Definition and purpose:

The NEWANA Learning Day Ad Hoc Committee is a group of volunteers consisting of, but not limited to, all area sub-committee chairs, PRC coordinators, ASC officers and any Ad Hoc Chairs. The committee shall work together to create, organize, and host the annual Area Learning Day. The committee shall form in March for this purpose and disband after the event is complete and final reports are compiled.

Spiritual Guidance:

The NEWANA Learning Day Ad Hoc Committee shall follow the NEWANA ASC Guidelines as well as the NEWANA Learning Day Ad Hoc Committee Guidelines and Procedures, The Twelve Traditions of NA, The Twelve Concepts of NA Service, and the Guide to Local Services in NA, and a Higher Power's love and care through a group conscience.

Meetings:

Meetings shall be held monthly until the month prior to the event, then every other week or as needed. Meeting shall follow the established time line. Meetings shall be held in a public place to be established by the Chair and a group conscience once the subcommittee has been formed.

Voting/Elections:

Voting and election procedures are to be established by the newly formed committee.

Responsibilities and Duties:

Refer to the time line and incorporate it into these guidelines

Chairperson:

1. Minimum 2 years clean.
2. Coordinates place and time of committee business meetings.
3. Prepares an agenda for each business meeting and refers to the timeline to stay focused and on task.
4. Attends ASC monthly meetings and provides written report of all financial activity, as well as other business.
5. Presides over all ad hoc committee meetings and attends event.
6. Responsible for compiling all written correspondences, minutes, flyers, reports, and turning over to archivist with final report at ASC.

Vice Chairperson:

1. Minimum 1 year clean.
2. Works closely with the Chair to assist with duties
3. In the absence of the Chair or upon resignation of the Chair, assumes all responsibilities of the Chair position until ASC has an election or appoints for that position.
4. Circulates and maintains sign up sheet at all committee meetings.
5. Refers to timeline to stay focused and on task.
6. Attends all ad hoc meetings and attends event.

Secretary:

1. Minimum 6 months clean.
2. Keeps a written record of all Learning Day business meetings.
3. Maintains paperwork and turns it over to Chair for final report.
4. Attends all ad hoc meetings and attends event.

Treasurer:

1. Minimum 1 year clean.
2. Maintains an accounting of all expenditures.
3. Compiles and turns over any receipts and or paperwork related to this position to the Chair for final reports.
4. Attends all ad hoc meetings and attends event.

Members:

1. Attend ad hoc meetings regularly.
2. Announce meeting times and event information at regular NA meetings.
3. Circulate flyer for event.