

**NEWANA  
SPIRITUAL BREAKFAST  
AD-HOC SUBCOMMITTEE  
GUIDELINES AND PROCEDURES  
Revised 10/2008**

**Definition and Purpose:**

The NEWANA Spiritual Breakfast Ad Hoc Subcommittee is a group of volunteers from this area who work together to create, organize, and host the annual Spiritual Breakfast per the Official Guidelines for the Northeast Washington Area Service Committee.

**Spiritual Guidance:**

The NEWANA Spiritual Breakfast Ad Hoc Subcommittee shall follow the Guidelines of the NEWASC as well as the Spiritual Breakfast Ad Hoc 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 conscious.

**Meetings:**

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

**Voting/Elections:**

Voting and election procedure is to be established by the newly formed subcommittee.

**Responsibilities and Duties:**

**Chairperson:**

1. Minimum 2 years clean.
2. Coordinates place and time of subcommittee business meetings. (Keep in mind other subcommittee meeting dates and times)
3. Prepares and agenda for each business meeting and refers to the timeline to stay focused and on task.
4. Attends the monthly ASC meeting and provides a written report of all financial activity as well as other business.
5. Requests and receives from the ASC Treasurer any checks for the event. These checks to be made out directly to the business' involved whenever possible.
6. Ensures that written contracts are obtained by vendors, acts as contact person and finalizes all transactions.

7. Presides over all Ad Hoc Committee meetings and attends the event.
8. Ensures that subcommittee follows practice of obtaining no less than 3 written bids prior to selecting a vendor.
9. Responsible for compiling all written correspondences, minutes, flyers and reports and turning over to archives with final report to ASC.

Vice Chairperson:

1. Minimum 2 years 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 normally carried out by the Chair until the ASC has an election or appoints for that position.
4. Is a co-signor on contracts if needed.
5. Refers to timeline to stay focused and on task.
6. Attends all Ad Hoc Committee meetings and attends the event.

Secretary:

1. Minimum 6 months clean.
2. Keeps a written record of all Spiritual Breakfast business meetings.
3. Maintains paperwork (including bids from outside vendors) and turns in over to the Chair for final reports.
4. Attends all Ad Hoc Committee meeting and attends the event.
5. Makes reminder calls to committee member the evening before all committee meetings.

Treasurer:

1. Minimum 2 years clean.
2. Works closely with the Chair to establish procedure for tracking ticket sales.
3. Maintains an accounting of ticket sales, receipts turned in, and tickets checked out. The treasurer shall check out tickets to eligible volunteers to sell. No more than 10 tickets may be given to any one member at one time. When money for and ticket stubs have been turned in, that member may be given 10 more tickets.
4. Coordinates with the ASC treasurer to turn in money from ticket sales in a timely manner and receive receipts.
5. Maintains an accounting of expenditures, provides to the Chair an event budget as soon as possible to be turned in at the NEWASC meeting with the Chairs report so that the GSR's, Officers of the NEWASC, and Subcommittee Chairs will know approximately how much the Spiritual Breakfast will cost, what checks will be written and for what reasons.
6. Compiles and turns over to the Chair any reports, receipts, and/or paper work related to this position for the final report.

7. Shall meet with the NEWASC Treasurer within 48 hours of the conclusion of the event to turn over all monies. If the Spiritual Breakfast treasurer is unable to do this, the Spiritual breakfast Chari shall do it.
8. Attends all Ad Hoc Committee meetings and attend the event.

Decorations:

1. Works with the committee to create decorations according to the theme selected.
2. Turns in all receipts.
3. Cares for all decorations/supplies until the event is over, then turns over the surplus to the Chair (to be turned over to the ASC).
4. Attends all Ad Hoc Committee meetings and attends the event.

Members:

1. Attend Ad Hoc Meetings regularly.
2. Announce meeting days/times and the event information (when available) at regular NA meetings.
3. Circulates flyer for the event.
4. Sell tickets for the event (6 months clean time requirement)
5. No member of the Spiritual Breakfast subcommittee shall have possession of more than \$100.00 of the Area's money for more than 48 hours. If any member accumulates more than \$100.00 they should call the Spiritual Breakfast Treasurer and make arrangements to turn the money over. If the treasurer cannot be reached they should contact the Spiritual Breakfast Chair or the NEWASC Treasurer.

Special Rules:

1. Non sub-committee members from other Area's, Regions, Towns etc. may sell event tickets if they meet the following criteria:
  - a. Minimum of 5 years clean.
  - b. Current participation in and/or experience on event committees (i.e. conventions, spiritual breakfast, learning days, unity days, etc.)
  - c. Adhere to committee guidelines regarding money handling, makes arrangements with the treasurer to turn over monies in a timely and reasonable manner.