



GUIDELINES OF THE NORTHEAST WASHINGTON AREA ACTIVITIES COMMITTEE OF NARCOTICS ANONYMOUS

Approved November 2016

Section I: Name and Purpose

The name of this subcommittee shall be the North East Washington Area Activities Subcommittee. This subcommittee shall be directly responsible to the North East Washington Area Service Committee (N.E.W.A.S.C.) of Narcotics Anonymous. The purpose of this subcommittee will be to **promote unity** by having recovery oriented celebrations and events, and to cooperate with and coordinate these events within the N.E.W.A.S.C. and the Washington Northern Idaho Regional Service committee (W.N.I.R.S.C.) of NA.

Section II: Meetings & Guidance

The North East Washington Area Sub Committee shall meet twice monthly. The date, time and location shall be maintained. Any changes in the meeting must be coordinated with the N.E.W.A.S.C. Vice Chair and be provided to the Schedules Liaison as soon as possible. Any special meeting may be called at any time, but must consist of two or more voting members and must be called by the chairperson or a simple majority of active committee members, with all members to be notified of the meeting in advance (at least 24 hours). The committee shall comply with any and all actions directed by the N.E.W.A.S.C., The Twelve Steps, The Twelve Traditions, The Twelve Concepts of Service of NA, and A Guide to Local Services in NA.

Section III: Voting and Elections

The voting membership shall be any member of NA who has attended two out of the last three subcommittee meetings. The voting members shall have one vote per person, excluding the chairperson who will only be allowed to vote in case of a tie. Any member of the North East Washington Area fellowship of NA may make a nomination of a qualified person for a NEWANA Activities trusted servant. A simple majority is required to elect officers. Elections are as follows:

1. The **Chairperson** shall be nominated by this committee in February to be elected at the March ASC meeting each year.
2. The **Vice Chairperson** shall be elected at the first North East Washington Area Activities Sub Committee meeting following the chairperson's election.
3. The **Recording Secretary** shall be elected at the first North East Washington Area Activities Sub Committee meeting in April.
4. The **Treasurer** shall be elected at the first North East Washington Area Activities Subcommittee in January.
5. The **Treasurer Trainee** shall be elected at the first North East Washington Area Activities Subcommittee meeting in January.
6. The **Campout Liaison** shall be elected at the first North East Washington Area Activities Subcommittee meeting in October.
7. The **Merchandise Liaison** shall be elected at the first North East Washington Area Activities Subcommittee meeting in February.
8. The **Bowling Liaison** shall be elected at the first North East Washington Area Activities Subcommittee meeting in September.
9. The **Volleyball Liaison** shall be elected at the first North East Washington Area Activities Subcommittee meeting in April.

Section IV: Trusted Servants

The trusted servants of the North East Washington Area Activities Sub Committee shall be Chairperson, Vice Chairperson, Recording Secretary, Treasurer, Treasurer Trainee, Campout Liaison Merchandise Liaison, Bowling Liaison, and Volleyball Liaison. The trusted servants will perform the duties as described by The Twelve Concepts of Service, The Twelve Traditions of NA, The Guide to Local Services, The North East Washington Area Activities Sub Committee Guidelines and the N.E.W.A.S.C. guidelines. No member shall take independent action without the direction of North East Washington Area Activities Sub Committee.

1. Chairperson

The Chairperson should have a suggested three-year clean time, an understanding of the Twelve Steps, Twelve Traditions, Twelve Concepts of Service of NA, a willingness to serve and active participation in the North East Washington Area Activities Sub Committee of at least 6 months (preferably the preceding Vice-Chair).

Duties:

- A. All decisions will be by group conscience.
- B. Oversees all Area activities functions from beginning to end. This includes providing North East Washington Area Activities Subcommittee, N.E.W.A.S.C. and W.N.I.R.S.C. with information and flyers, providing an agenda for each North East Washington Area Activities Sub Committee meeting and maintaining communication with N.E.W.A.S.C. and W.N.I.R.S.C. members.
- C. Attends and presents a report at the following meetings; North East Washington Area Activities Sub Committee, N.E.W.A.S.C. and quarterly Regional All Subs Day.

2. Vice Chairperson

The Vice Chairperson should have a suggested two-year clean time, an understanding of the Twelve Steps, Twelve Traditions, Twelve Concepts of Service of NA, a willingness to serve and active participation in the North East Washington Area Activities Sub Committee of at least 6 months. This is a one year commitment with a view to being nominated Chair.

Duties:

- A. Performs all and any of the duties of the committee's trusted servants in their absence.
- B. Shall be present at all North East Washington Area Activities Subcommittee meetings, events and functions unless excused absence is arranged, and keeps an open line of communication with all North East Washington Area Activities Subcommittee members.
- C. Calls North East Washington Area Activities Sub Committee members to remind them of the next meeting at least 24 hours in advance.
- D. Establishes and maintains the committee's phone list, as well as a list of fellowship members willing to help at events.

3. Recording Secretary

The Recording Secretary should have a suggested six-month clean time, an understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of NA and a willingness to serve. This is a one year commitment.

Duties:

- A. Shall be present at all North East Washington Area Activities Subcommittee meetings, events and functions unless excused absence is arranged, and keeps an open line of communication with all North East Washington Area Activities Subcommittee members.
- B. Records and maintains North East Washington Area Activities Subcommittee minutes.

C. Creates activity event flyers for NEWANA events. Shall be reimbursed for one printer cartridge per term for an amount not to exceed \$30.

4. Treasurer

The Treasurer should have a suggested three-year clean time, an understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of NA, a willingness to serve and active participation in the North East Washington Area Activities Sub Committee of at least one-year. (Preferably the preceding Treasurer Trainee.)

Duties:

- A. Shall be present at all North East Washington Area Activities Subcommittee meetings, events and functions unless excused absence is arranged, and keeps an open line of communication with all North East Washington Area Activities Subcommittee members.
- B. Treasurer shall be responsible for the collecting, counting and recording of all monies pertaining to North East Washington Area Activities Sub Committee events and functions. All money must be counted in the presence of an appointed North East Washington Area Activities Subcommittee officer or an appointed N.E.W.A.S.C. officer.
- C. Treasurer will turn over all funds to the Activities Chair or the N.E.W.A.S.C. Treasurer within 48 hours of completion of all events, activities or functions.
- D. Provides a typed financial report, including all receipts, for all events or functions to the North East Washington Activities Sub Committee Chairperson by the next scheduled North East Washington Area Activities Sub Committee or N.E.W.A.S.C. meeting (whichever comes first).
- E. Makes all tickets for NEWANA events.
- F. Keep a general ledger of funds on hand, deposits and expenditures.
- G. Provides typed monthly financial reports to Activities committee. Report to include Activities bank account balance and any discrepancies.

5. Treasurer Trainee

The Treasurer Trainee should have a suggested two-year clean time, an understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of NA, and a willingness to serve. This is a one year commitment with a view to being nominated Treasurer.

Duties:

- A. Shall be present at all meetings, events and functions unless excused absence is arranged, and keeps an open line of communication with all North East Washington Area Activities Sub Committee members.
- B. Shall be available to train with the treasurer in matters affecting the North East Washington Area Activities Sub Committee.

6. Campout Liaison

The Campout Liaison should have a suggested two-year clean time, an understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of NA, and a willingness to serve. This is a one year commitment.

Duties:

- A. Acquires campout sites.
- B. Develops and directs activities for each campout.
- C. Works with the Treasurer re: money handling procedures.

7. Merchandise Liaison

The Merchandise Liaison should have a suggested two year clean time, an understanding of the Twelve Steps, Twelve Traditions, Twelve Concepts of Service of NA, a willingness to serve and active participation in the NEWANA Activities Subcommittee of at least 1 year.

Duties:

- A. Provide Activities Sub Committee with information and maintaining communication with Activities Sub Committee members as needed.
- B. Attends and presents a report at the Activities Sub Committee meetings.
- C. Shall be responsible for the collecting, counting and recording of all monies pertaining to the NEWANA Merchandise. All monies must be counted in the presence of an Activities Steering Liaison or Committee member or ASC treasurer.
- D. Merchandise Liaison will turn over the funds exceeding 100 dollars within 48 hours to ASC treasurer or Activities treasurer.
- E. Provides a typed financial report, and must receive receipts from Treasurers.
- F. Orders all merchandise for NEWANA and keeps a detailed record of all inventories.

- G. Verify that all clothing items have both area (NEWANA) logo and appropriate year incorporated. All registered trademarks of Narcotics Anonymous shall be appropriately labeled. The unabbreviated use of the name "Narcotics Anonymous" is strictly prohibited on any area merchandise.

8. Bowling Liaison

The Bowling Liaison should have a suggested six months clean time, an understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of NA, and a willingness to serve. This is a six month/Seasonal commitment.

Duties:

- A. Coordinates with bowling alley the time, dates and cost for upcoming events
- B. Requested to be present at all bowling events, unless excused, to facilitate the activity.
- C. To track and return information participation back to Activities Subcommittee.

9. Volleyball Liaison.

The Volleyball Liaison should have a suggested six months clean time, an understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of NA, and a willingness to serve. This is a six month/Seasonal commitment.

Duties:

- A Will be required to be at all volleyball events to set up and break down net.
- B Should have access to a vehicle or ride to transport net back and forth from storage.

Section V: Financial Procedures

1. Budgets

- A. At the N.E.W.A.S.C. meeting Activities Chairperson requests all checks from the area treasurer for the upcoming month's events as needed. Whenever possible, checks should be made directly to the business involved.
- B. Members selling tickets should have a recommended clean time of six months.
- C. The event budget for the PRC Fundraiser and the June fundraiser will be \$750.00. This is to cover increased costs of rent and entertainment for these events.

D. In the case of an event being pre-sale to cover the cost of meals, those funds collected from pre-sale shall be used to cover the purchases of food. Those funds still need to be deposited according to guidelines.

2. Deposits

A. The North East Washington Area Activities Sub Committee Chair or Treasurer shall deposit into the NEWANA Activities bank account all moneys collected within 48 hours of the completion of all events, activities or functions.

B. When having events involving pre-sale tickets, the North East Washington Area Activities Subcommittee Treasurer will number all tickets and make a list of which ticket numbers individual members have. No more than 10 tickets may be given to any one member at one time. When the money and ticket stubs are turned in, the member may be given 10 more tickets. No member may be allowed to hold on to the money for more than 10 tickets for any reason.

C. No member of the North East Washington Area Activities Sub Committee shall have possession of more than the monetary value of the 10 tickets mentioned in (B) above for more than 48 hours. If any member accumulates more than the value of 10 tickets they should call the North East Washington Area Activities Treasurer and make arrangements to turn over the money. In case that the Treasurer is unavailable the member should contact the Activities Chairperson, Vice Chairperson, N.E.W.A.S.C. Treasurer or N.E.W.A.S.C. Vice Chairperson in that order to make arrangements to turn the funds over.

D. Funds from Campouts or Merchandise will be deposited into the main NEWANA bank account. The amount and from which to be communicated to ASC Treasurer by whomever makes the deposit.

3. Activities Bank Account

A. Activities Chairperson and Activities Treasurer will be signers on the account.

B. Activities Treasurer will have a read only online login for verification of funds, deposits and cleared checks.

C. Activities Treasurer will balance ledger to back account at the end of each month prior to ASC.

D. Activities Chairperson and Activities Treasurer will have Debit cards linked to the account.

E. In the event of resignation or loss of clean time, remaining signer will collect all funds and bank card and will call the bank immediately and cancel card.

E. ASC Treasurer will pull funds in excess of \$1,000.00 at the end of the month from the Activities account unless funds from ticket sales are earmarked for an events' food purchases. Activities Treasurer is responsible to communicate the amount to be left for ticket sales to ASC Treasurer prior to the end of the month.

Section VI: Amendments to Guidelines

Any voting member of the North East Washington Area Activities Sub Committee may propose an amendment to the North East Washington Area Activities Sub Committee Guidelines at any regular meeting of the North East Washington Area Activities Sub Committee. A quorum of 6 voting members with a two thirds majority is required to change any guideline. Upon approval of this amendment by the committee, approval by the N.E.W.A.S.C. must be sought. The amendment will go into effect upon approval by the N.E.W.A.S.C.

A. Once a year in January, the guidelines will be reviewed by the North East Washington Area Activities Sub Committee and any amendments proposed in the above manner before April.

B. The North East Washington Area Activities Sub Committee guidelines shall be the guide to the operation of the Northeastern Washington Area Activities Sub Committee.

Section VII: Annual Events

February – Social Event	June – ASC Fundraiser
March – Unity Day	July – Campout
April – Social Event	September – Labor Day Campout
May – Memorial Day Picnic/BBQ	October – PRC Fundraiser
November – Thanksgiving Narathon	December - New Year's Eve Celebration