

# Central Connecticut Area of Narcotics Anonymous

## Activities Sub-Committee

### Our Mission:

- ❖ To fulfill our fellowship's Primary Purpose, “... that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live ...”
- ❖ To create a structure that develops, coordinates and maintains services providing all addicts an opportunity to have fun in recovery within a safe environment.

## Activities Sub-Committee Duties and Responsibilities

- ❖ Per Area Policy, we provide two "Learning Days" per year.
- ❖ Event ticket donation prices set by sub-committee group conscience.
- ❖ No 50/50 raffles.
- ❖ Provide IP's at all events.
- ❖ Coffee supplied at no cost to anyone attending sub-committee events
- ❖ Any and all other beverage prices set by sub-committee group conscience including donated items.
- ❖ All event funds are to be used towards that specific event.
- ❖ Overstock to be returned for cash/credit or held for future events
- ❖ Perishables which cannot be returned are to be distributed to attending newcomers starting at one day clean time .
- ❖ Policy changes are tabled for thirty days and voted at the next sub-committee meeting .
- ❖ All addicts must have one year or more clean time to handle money.
- ❖ All tickets will be numbered and accounted for.
- ❖ All "Trusted Servants" must follow sub-committee policy for clean time requirements and qualifications.
- ❖ Separate "Ad Hoc" committees may be formed as required by the event.
- ❖ Separate "Ad Hoc" committees must comply with sub-committee policies and procedures and report regularly to the sub-committee .
- ❖ Sub-Committee meeting facility rent is paid quarterly in advance.
- ❖ All vendor merchandise donations to be raffled during the event.

## Trusted Servants

- Leadership ability
- Willingness to serve
- Previous service experience
- Knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous
- Assist other Trusted Servants as needed
- In the event of relapse, the Trusted Servant forfeits their position
- Any Trusted Servant who misses two consecutive subcommittee meetings or two consecutive sub-committee events or three (in any combination) within the year forfeits their position.

### ❖ Chair:

#### ○ Qualifications -

- Two year clean time required
- One year commitment
- Cannot exceed two consecutive years as Chair

#### ○ Duties -

- Arrange and conduct monthly business meeting in accordance with the "Guide to Local Services."
- Arrange and conduct event "closeout" report meeting the Sunday before the first Monday of the month.
- Present written reports at all Area Service Committee meetings
- Provide copies of reports to all area groups and subcommittees
- Maintain group archives
- Attend all sub-committee events
- Chair votes to break a tie

## ❖ **Treasurer:**

### ○ **Qualifications-**

- Three years clean time required
- One year commitment
- Cannot exceed two consecutive years as Treasurer

### ○ **Duties-**

- Qualifications/responsibilities
  - a) Three (3) years clean.
  - b) Previous experience with Activities subcommittee.
- Be financially responsible to ASC.
- Work closely with the Area Treasurer and Alternate Treasurer.
- Maintain accurate financial records: using *Event Financial Breakdown Report* and *Event Ticket Distribution And Accountability Report* forms.
- Attend all Activity Subcommittee meetings
- Attend all Activity Subcommittee events.
- Fulfill all financial responsibilities of Activities Subcommittee events: purchase activity supplies, pay outside contracts, pay rent to facilities.

## ❖ **Recording Secretary:**

### ○ **Qualifications-**

- One year clean time required
- One year commitment
- Cannot exceed two consecutive years as Recording Secretary

### ○ **Duties-**

- Record minutes of all sub-committee meetings
- Provide Chair with copy of minutes in a timely fashion before first Monday of the month

- Hold and maintain a reasonable level of Information Pamphlets
- Display Information Pamphlets and Meeting Schedules at all sub-committee events
- Attend all sub-committee events

### ❖ **Food and/or Beverage Chair:**

#### ○ **Qualifications –**

- One year clean time required
- Per event commitment
- Previous food and/or beverage experience required

#### ○ **Duties -**

- Prepare menu chosen by sub-committee group conscience
- Provide menu within allotted event food /beverage budget
- Arrange for all provisions needed for event
- Enlist the services of other N .A. members as needed to perform the necessary tasks to fulfill event requirements
- Be fully accountable to the sub-committee Treasurer
- Use the "Food Chair's Event Financial Breakdown Report" or the "Beverage Chair's Event Financial Breakdown Report"
- To be financially responsible to the Sub-committee

### ❖ **Sub-Committee Members:**

#### ○ **Qualifications –**

- One day clean time required
- Member when you say you are • One addict, one vote

#### ○ **Duties -**

- Support the sub-committee at its events
- Assist the sub-committee as needed

# Vendors

## ❖ Vendors:

### ○ **Qualifications -**

- Currently licensed by Narcotics Anonymous.

### ○ **Duties -**

- Display Narcotics Anonymous License at every subcommittee event.
- Sell only registered Narcotics Anonymous items.
- Provide the sub-committee with \$30.00 retail value in merchandise as fee for display space before event begins.
- Set up display a least one-hour before event.
- Breakdown display promptly at the end of event.