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.
- 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.