

Guidelines for the Activities Subcommittee of ENANA

(Revised 4/14/19)

Definition and Purpose of the Subcommittee:

- The Extreme Northern Area Activities Subcommittee is a volunteer group of the fellowship of Narcotics Anonymous which is dedicated to providing the Area with recovery oriented events and activities. This Subcommittee should be directly responsible to the ENANA at all times.
- In all its proceedings, this Subcommittee will adhere to The Twelve Traditions, Twelve Concepts of Service of NA and the resources of A Guide to Local Services.

Functions of the Subcommittee:

- Carries the NA message to the addict who still suffers.
- Holds regularly scheduled monthly meetings (monthly and as the Subcommittee sees fit).
- Communicates and disburses all information to and from volunteers.
- Distributes Activities flyers to all groups via ENANA meetings.
- Provides representation and participation in the ENANA
- Coordinates the development of new events at the area level.
- Assists other NA service bodies upon their request when possible.
- Elects and/or appoints members to fulfill the needs of the Subcommittee.
- Provides functions for the fellowship to have fun and grow in NA.
- Maintains an archive of all minutes.

Definition of a Member of the Subcommittee:

- A member is defined as a NA Member who is present at the Subcommittee meeting and identifies himself or herself as a member of the Subcommittee.
- Those Addicts who have been defined as members of this Subcommittee are eligible to vote on matters concerning Activities work within the ENANA.
- All voting matters will be decided by simple majority.

Structure of Elected Positions:

- The elected positions of the Subcommittee shall consist of a Chairperson, Vice Chairperson, Secretary, Alternate Secretary, Treasurer, and Alternate Treasurer. All positions, with the exception of the Chairperson, who is elected by the ENANA, are elected by the Subcommittee.
- If an elected committee member becomes unable to discharge the duties of that position, a successor will be named by the Chairperson and approved by the Subcommittee at the next business meeting. Should the Chairperson be unable to fulfill the duties of that position, the Vice Chairperson will automatically assume the position of the chairperson until the next ENANA meeting where a new Chairperson will be elected or appointed.

Qualifications and Duties of Elected Committee Members:

- *Chairperson:* Elected by the ENANA and will fulfill the ENANA requirements of a Subcommittee Chairperson. Suggested clean time requirement of 18 months. Responsibilities include:
 - Attends and provides written reports of all monthly activities at each ENANA meeting.
 - Announces and holds regularly scheduled Subcommittee meetings.
 - Prepares an agenda for and maintains order at each meeting.

- Submits monthly budgets for approval to ENANA at least one month in advance.
- Elects or appoints other committee members as necessary.
- *Vice Chairperson*: elected by the Subcommittee. Suggested clean time requirement of 18 months. Responsibilities to the Subcommittee include:
 - Assumes the duties of Chairperson in the case of Chairperson's absence.
 - If the office of Chairperson should become vacant, the Vice Chairman assumes the duties until a Chairperson is elected or appointed by the ENANA.
 - Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
 - Responds to all inquiries of members relating to policy and procedure.
 - Attends individual group consciences where applicable and appropriate (e.g: when a group will be hosting an event).
- *Secretary*: Suggested clean time requirement of 6 months. Responsibilities to the Subcommittee include:
 - Records minutes of all meetings of the Subcommittee and maintains archives of prior meetings minutes and related materials.
 - Copies and distributes minutes from Subcommittee meetings.
 - Keeps current records of all Subcommittee members including addresses, phone numbers, and e-mail addresses.
 - Keeps records of all venues used for events to include rules and regulations, price, and contact information.
 - Prints and copies fliers, etc
- *Alternate Secretary*: Suggested clean time of 3 months. Responsibilities to the Subcommittee include:
 - Assumes the duties of the Secretary in the case of the Secretary's absence.
 - Works closely with the Secretary to become familiar with all aspects of the Secretary's responsibilities.
- *Treasurer*: Suggested clean time of four years. Responsibilities to the Subcommittee include:
 - Works along with the Chairperson of the subcommittee during functions.
 - Keeps an accurate written or typed account of all income and expenses within the subcommittee, along with copies of all receipts.
 - Provides the ENANA with a breakdown of expenses for all events.
 - Keeps a record of all cash flow and submit a monthly Treasurer's Report at the beginning of each ENANA meeting.
 - Disburse any funds with the approval of the ENANA.
- *Alternate Treasurer*: Suggested clean time of eighteen months. Responsibilities to the Subcommittee include:
 - Assumes the duties of the treasurer in the Treasurer's absence
 - Works closely with the Treasurer to become familiar with all aspects of the Treasurer's responsibilities

Management of Funds:

- The ENANA Activities Sub-committee shall establish a general operating fund of \$500.00 to carry out the functions described in the ENANA guidelines.
- The purpose of the general operating fund is to fund activities provided by the ENANA. All proceeds from the events, above the general operating fund, will be contributed to the ENANA Treasurer by the next area meeting.
- The only exception to the above guideline regarding prudent reserve will be when money is collected for a specific event, in which case money may be collected above the \$350.00 prudent reserve limit.
- Two Subcommittee members will count all funds acquired at any Activities Subcommittee function/event- at least one being an elected official.
- An itemized statement for all functions/events shall be provided for review at each ENANA monthly meeting.

Flyers:

- All flyers must be reviewed and approved by the Subcommittee prior to distribution.