

Guidelines for the Activities Subcommittee of ENANA (Proposed Revision - February 2025)

Definition and Purpose of the Subcommittee

- The Extreme Northern Area (ENANA) Activities Subcommittee is a volunteer group within the Narcotics Anonymous fellowship, dedicated to organizing recovery-oriented events and activities for the Area. This Subcommittee is directly accountable to ENANA at all times.
- The Subcommittee shall adhere to the principles outlined in the Twelve Traditions and Twelve Concepts of Service of Narcotics Anonymous, as well as the guidelines in *A Guide to Local Services*.

Functions of the Subcommittee

The primary functions of the Subcommittee include:

- Carrying the NA message to the addict who still suffers.
- Holding regular monthly meetings (and additional meetings as necessary).
- Communicating and disseminating information to and from volunteers.
- Distributing event flyers to all NA groups through ENANA meetings.
- Providing representation and participation in ENANA meetings.
- Coordinating the development of new events at the area level.
- **Assisting groups within the Extreme Northern Area or other NA service bodies upon formal request, when possible, and subject to Subcommittee approval. Requests for assistance should be made in writing or during Subcommittee meetings. The Subcommittee will assess its capacity to provide help based on available resources, ongoing commitments, and alignment with the Subcommittee's purpose. Priority will be given to events or activities that further carry the NA message and align with the Subcommittee's current responsibilities.**
- Electing or appointing members to fulfill the Subcommittee's needs.
- Organizing recovery-based functions that promote fun and growth within NA.
- Maintaining an archive of all meeting minutes and relevant documents.

Definition of a Member of the Subcommittee

- A member is defined as an NA member who is present at Subcommittee meetings and identifies as a member of the Subcommittee.
- Members of the Subcommittee are eligible to vote on matters pertaining to Activities within ENANA.
- All decisions requiring a vote will be decided by a simple majority represented as 50% plus 1.

Voting Eligibility

- A Subcommittee member is eligible to vote on matters pertaining to Activities if they have attended the preceding Subcommittee meeting and have actively participated in planning or executing at least one Subcommittee event or related activity within the last three months.
- If a member fails to meet the attendance or participation requirements, they will be ineligible to vote until they have attended a meeting or engaged in Subcommittee activities to restore their voting rights.
- **In the event of a tie during Subcommittee voting, the Chairperson shall cast the tie-breaking vote. If the Chairperson is absent, the Vice Chairperson will cast the tie-breaking vote. If neither the Chairperson nor the Vice Chairperson is present, the vote will be postponed until the next meeting or until the Chairperson or Vice Chairperson can be consulted.**

Structure of Elected Positions

The elected positions of the Subcommittee shall consist of:

- Chairperson
- Vice Chairperson
- Secretary
- Alternate Secretary
- Treasurer
- Alternate Treasurer

The Chairperson will be elected by ENANA. All other positions are elected by the Subcommittee. In the event an elected committee member is unable to fulfill their duties, a successor will be named by the Chairperson and approved by the Subcommittee at the next meeting. If the Chairperson is unable to fulfill their duties, the Vice Chairperson will automatically assume the Chairperson's role until a new Chairperson is elected at the next ENANA meeting.

Term Lengths for Elected Officers

- Elected officers of the Subcommittee (Vice Chairperson, Secretary, Treasurer, and Alternates) shall serve for a term of one year. Officers may be re-elected for additional terms if they meet the qualifications and receive majority approval from the Subcommittee.
- The Chairperson does not vote in the election of other officers except in the case of a tie.

Qualifications and Duties of Elected Committee

Members

Chairperson

- **Suggested clean time requirement:** 18 months
- **Responsibilities:**
 - Attend and provide written reports of Subcommittee activities at each ENANA meeting.
 - Announce and hold regular Subcommittee meetings.
 - Prepare and maintain meeting agendas.
 - Submit monthly budgets for ENANA approval at least one month in advance.
 - Elect or appoint other committee members as necessary.
 - Submit an annual report detailing the year in review and anything pertinent to the incoming chairperson's success.

Vice Chairperson

- **Suggested clean time requirement:** 18 months
- **Responsibilities:**
 - Assume the duties of the Chairperson in their absence.
 - If the Chairperson's position becomes vacant, assume duties until a new Chairperson is elected.
 - Work closely with the Chairperson to become familiar with all responsibilities.
 - Respond to member inquiries about policy and procedure.
 - Attend individual group consciences when applicable (e.g., when a group hosts an event).

Secretary

- **Suggested clean time requirement:** 6 months
- **Responsibilities:**
 - Record and archive minutes of all Subcommittee meetings.
 - Distribute minutes and other materials from Subcommittee meetings.
 - Maintain current contact records for all Subcommittee members.
 - Keep records of event venues, including rules, costs, and contact information.
 - Print and copy flyers and other materials.

Alternate Secretary

- **Suggested clean time requirement:** 3 months
- **Responsibilities:**
 - Assume the Secretary's duties in their absence.

- Work closely with the Secretary to familiarize themselves with all responsibilities.

Treasurer

- **Suggested clean time requirement:** 3 years
- **Responsibilities:**
 - Work with the Chairperson on event finances.
 - Maintain accurate records of income, expenses, and receipts.
 - Provide a breakdown of event expenses to the ENANA Treasurer.
 - **Submit monthly budgets to ENANA for approval at least 30 days before events. Submit a detailed Treasurer's report of each event's finances at the next Subcommittee and ENANA meetings.**
 - Disburse funds with ENANA approval.

Alternate Treasurer

- **Suggested clean time requirement:** 18 months
- **Responsibilities:**
 - Assume the Treasurer's duties in their absence.
 - Work closely with the Treasurer to familiarize themselves with all responsibilities.

Steering Committee Formation (if needed)

In the event that the ASC has failed to have an Activities Committee, the new Chairperson should follow these guidelines to establish a committee. The Steering Committee can become part of the full committee if they choose to be; however, it is meant to assist the Chair with initial oversight and possible omissions. It should be the incoming Chairperson's choice to form a new Steering Committee if they see fit.

Selection of Officers:

- Upon election, the newly elected Chairperson must form a Steering Committee as soon as possible. This committee will assist in selecting other officers for the Subcommittee and organizing the Subcommittee's activities.
- **The Steering Committee will remain in place until the Subcommittee has filled all key positions and established regular meetings. At this point, the Steering Committee may dissolve, or the Chairperson may choose to retain it as an advisory group for the remainder of their term.**

Timeline for Formation:

- The newly elected Chairperson shall form the Steering Committee within 30 days of being elected.

Steering Committee Membership:

- The Steering Committee will consist of the following individuals:
 - The newly elected Chairperson
 - The Vice Chairperson, Secretary, Treasurer, and other key elected officers as necessary
 - Members-at-large selected by the Chairperson who have demonstrated commitment to the Subcommittee and possess skills or knowledge valuable for event planning, communication, and financial oversight.
 - The Chairperson should ask the ASC membership to sign up for the Steering Committee via digital or paper forms.