

Addendum #10

Southside Area Activities Subcommittee Guidelines

Southside Area Activities Subcommittee Guidelines

I. Definition and Purpose of the Subcommittee:

The Southside Area Activities Subcommittee (hereafter referred to as the Subcommittee) is a volunteer group of the fellowship of Narcotics Anonymous, which is dedicated to providing the Southside Area with recovery-oriented events and activities. All funds generated through the Subcommittee belong to the SSASC.

As a Subcommittee of the Southside Area Service Committee (SSASC) we shall maintain effective communication and cooperation with the SSASC. Subcommittee meetings are open to all members of the NA Fellowship.

In all its proceedings this Subcommittee shall adhere to The Twelve Traditions, Twelve Concepts of Service of NA and the resources of A Guide to Local Services.

II. Functions of the Subcommittee:

- A. Holds regularly scheduled monthly meetings.
- B. Communicates and disburses all information to and from volunteers.
- C. Distributes Activities flyers to all groups via SSASC meetings and the SSASC website (Southsidena.org).
- D. Provides representation and participation in the SSASC.
- E. Coordinates the development of new events at the area level.
- F. Elects and/or appoints members to fulfill the needs of the Subcommittee.
- G. Provides functions for the fellowship to have fun at.
- H. Carries the NA message to the addict who still suffers.
- I. Maintains an archive of all minutes.

III. Structure of elected positions:

The elected positions of the Subcommittee shall consist of a Chairperson, Vice-Chairperson, Secretary, and Treasurer. The Subcommittee elects all positions, with the exception of the Chairperson, who is elected by the SSASC.

If an elected committee member becomes unable to discharge the duties of that position, a successor shall be named by the Chairperson and approved by the Subcommittee at the next business meeting. Should the Chairperson be unable to discharge the duties of that position, the Vice-Chairperson will automatically assume the position of the chairperson until the next SSASC meeting where a new Chairperson will be elected or appointed.

IV. Definition of a Member of the Subcommittee

A. A member is defined as an NA Member who is present at the Subcommittee meeting and identifies himself or herself as a member of the Subcommittee.

V. Qualifications and Duties of Elected Committee Members:

A. *Chairperson*: Elected by the SSASC and shall fulfill the SSASC requirements of a Subcommittee Chairperson. These responsibilities include:

1. Attends and provides written reports of all monthly activities at each SSASC meeting.
2. Announces and holds regularly scheduled Subcommittee meetings.
3. Prepares an agenda for and maintains order at each meeting.
4. Submits yearly budget for approval to the SSASC.
5. Elects or appoints other committee members as necessary.
6. Channels all funds from any event to the Treasurer of the SSASC by the next SSASC meeting.
7. Prints and copies fliers, etc.

B. *Vice-Chairperson*: elected by the Subcommittee. Suggested clean time requirement of one year. Responsibilities to the Subcommittee include:

1. Assumes the duties of Chairperson in the case of Chairperson's absence.
2. If the office of Chairperson should become vacant, the Vice-Chairperson assumes the duties until a Chairperson is elected or appointed by the SSASC.
3. Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
4. Responds to all inquiries of members relating to policy and procedure.
5. Attends individual group consciences where applicable and appropriate (i.e. when a group will be hosting an event).

C. *Secretary*: Suggested clean time requirement of one year. Responsibilities to the Subcommittee include:

1. Records minutes of all meetings of the Subcommittee and maintain archives of prior meeting minutes and related materials.
2. Copies and distributes minutes from Subcommittee meetings.
3. Keeps current records of all Subcommittee members including addresses, phone numbers, and e-mail addresses.
4. Keeps records of all venues used for events: to include rules and regulations, price, and contact information.

D. *Treasurer*: Suggested clean time requirement of one year. Responsibilities to the Subcommittee include:

1. Maintaining a simple set of accounting books for the Subcommittee.
2. Reconciles the balance sheet of funds for each event.

VI. Voting Participants and Procedures

A. Those addicts who have been defined as members of this Subcommittee are eligible to vote on matters concerning Activities work within the SSASC.

B. All voting matters shall be decided by a simple majority.

Article VII. VI. Management of Funds

A. Two Subcommittee members shall count all funds acquired at any Activities Subcommittee function/event – at least one being an elected member.

B. A receipt must accompany all expenditures.

C. All funds shall be forwarded to the Treasurer of SSASC by the next SSASC meeting.

D. An itemized accounting statement for all functions/events shall be provided for review at each SSASC monthly meeting.

Article VIII. VII. Flyers

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

VIII. Recurring Events

- A. A Spring event is traditionally held between March and April
- B. Unity Day is held Labor Day weekend
- C. The Annual Chili Cook-off is held the 2nd or 3rd weekend in October. Each year the winner takes possession of the trophy and brings it to the next year's event. The first Chili Cook-off was held in 2016.
- D. A New Years Eve event is traditionally held.

IX. Speaker Jams & Events

- A. All speakers should bring a clear Narcotics Anonymous message. The following list of questions should be used to ensure a clear NA Message.
 - 1. Do you have a home group?
 - 2. Do you have an NA sponsor?
 - 3. Do you work the 12 steps & 12 Traditions of Narcotics Anonymous?
 - 4. How many meetings do you attend each week?
 - 5. Do you have a minimum of 1 year clean?