THE GREATER GRAND RAPIDS AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

ACTIVITIES SUBCOMMITTEE GUIDELINES
THE GGRASCNA ACTIVITIES SUBCOMMITTEE GUIDELINES

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SUBCOMMITTEES, AS DEFINED BY THE GGRASCNA

In some ways, the relationship between an area service committee and its subcommittees is very similar to the relationship between NA groups and their ASC; in others, it is quite different. Just as groups create an area service committee to help them fulfill their primary purpose, so the ASC creates subcommittees to do the actual work involved in delivering its direct services. If area subcommittees are to serve effectively, the ASC must delegate them sufficient authority to exercise their best judgment in fulfilling their duties. However, because an ASC must account to the groups for the actions of its subcommittees, ASCs generally maintain a somewhat tighter rein on their subcommittees than groups do on their area service committees.

The balance between accountability and autonomy is a delicate one. If an ASC fails to grant each subcommittee adequate freedom to act and make decisions, the ability of those subcommittees to perform effectively may be limited. However, an ASC is ultimately held accountable to the area groups by which it was created to represent. Full answerability from the ASC is made more challenging if the ASC doesn't perform adequate oversight of its subcommittees' actions. An ASC should pay careful attention to the Twelve Concepts when creating subcommittees – especially Concept Five—which states “For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.”

Adapted from NA's Guide to Local Service

DEFINITION, PURPOSE, FUNCTION, POLICIES AND PROCEDURES OF THE GREATER GRAND RAPIDS AREA ACTIVITIES SUBCOMMITTEE

Definition

- The Activities Subcommittee of the GGRASCNA is designed to be of service to the NA Groups in the area. It is comprised of a chairperson elected at the area service committee and trusted servants who facilitate the production of group-sponsored activities and events within the Greater Grand Rapids Area. These guidelines define the work, roles, and responsibilities of this subcommittee.

Purpose

- The purpose of this subcommittee is to ensure the collective success of group-sponsored NA activities and events in the Greater Grand Rapids Area, as to provide a greater sense of community and unity among its members and groups and to raise funds to help carry the message of recovery in Narcotics Anonymous. How this is done is explained on pages 5 and 6 of these guidelines.
FUNCTIONS AND RESPONSIBILITIES

Committee Administration

- The Activities Subcommittee will have guidelines approved by the GGRASCNA and follow them to the best of its ability.
- Conduct a monthly business meeting, document its proceedings, and maintain organized records.
- Make group decisions using the consensus-based decision making process as detailed on page 7 of these guidelines.
- Keep records and receipts of all income and disbursements resulting from the work of this subcommittee and from the group-sponsored activities / events it facilitates and supports.
- Provide a monthly written report of all its work to GGRASCNA.
- Submit an itemized quarterly budget.

Activities Subcommittee Rotating Budget

- The Activities Subcommittee shall have a rotating fund of up to $300 per month to assist with the coordination and facilitation of activities / events for the GGRASCNA. This money is available on an as needed basis and is retained in the ASC treasury. This money and any subsequent income raised from an activity / event shall be turned over to the area treasurer in the form of a check or money order within seven days from the time an activity / event is held. The Activities Subcommittee, working with a group hosting an activity / event, shall submit a written monthly report to the ASC meeting following an activity (or activities) held the previous month. This report shall include a list of itemized expenses and income, as well as receipts for each event, as to account for the money spent in organizing and executing an activity (or activities).
- All seed money from the GGRASCNA will be disbursed to the Activities Subcommittee chair. If there is no active chairperson, the GGRASCNA will determine a willing and capable trusted servant from the host event to whom it will disperse the seed money.

Activity Facilitation

- NA recovery groups in the Greater Grand Rapids Area that choose to host an activity / event are encouraged to work with the Activities Subcommittee to help ensure its success. Activity facilitation includes, but is not limited to, the following responsibilities:
  - Meeting with GGRASCNA home groups interested in hosting NA activities / events, determine what they want to do, what they need help with, and assisting them with the planning and execution of their respective activities / events as needed.
  - Building and maintaining an accurate calendar of events in the Greater Grand Rapids Area and neighboring areas. This reduces the likelihood of events conflicting with other planned events during the same dates and times.
  - Help to secure seed money for activities / events (as needed).
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- Develop and distribute activity / event plans and provide experienced trusted servants to show groups how to execute those plans (as needed).
- Contact, secure, catalog, and maintain positive working relationships with venues and their representatives. This will help ensure NA events can continue to be held at these locations.

**Activity / Event Promotion**

- Assist GGRASCNA groups with promoting their activities and events. This includes, but is not limited to, the following responsibilities:
  - Develop or assist groups with the development of official NA flyers for GGRASCNA events.
  - Market GGRASCNA activities / events within the NA community, including uploading a flyer for the event with the official NA logo to the area's website.

**Activity / Event Accountability**

- Assist GGRASCNA groups with properly accounting for group-sponsored activities and events. This includes, but is not limited to, the following responsibilities:
  - Assist with compiling activity / event reports for the GGRASCNA, which includes a brief summary of the activity / event, lessons learned, and a complete financial accounting of the activity / event.
  - Use standardized income and expense report forms that have been specially designed for all GGRASCNA activities / events.
  - Maintain a supply of easy-to-use templates to plan events and track its financial information.
  - Inventory excess materials from previous events and make them available for future events.
  - Ensure that seed money and any additional donation from the profits of the activity a group choses to donate to the ASC will be given to the area treasurer in the form of a check or money order within seven days from the time an activity is held.
DEFINITION AND EXPLANATION OF CONSENSUS-BASED DECISIONS (CBD)

In an effort to allow for a higher power to guide the Activities Subcommittee’s decisions, this subcommittee strives to carry out ALL its work by consensus. The process of consensus-based decision making attempts to consider all the viewpoints of those present with regard to a motion or issue, find common ground among the diverse viewpoints, and make a decision that the subcommittee’s trusted servants can support, even though the eventual decision may not be the exact desire of all those present. The discussion process is open to any addict present at the Activities Subcommittee meeting and takes place until no more progress is evident.

How is Business Conducted at the Activities Subcommittee Meeting?

1. Decisions at the Activities Subcommittee are made by a consensus of ALL those present at the Activities Subcommittee meeting. This ensures that business will always be conducted in a timely manner.

2. Elections for open positions are the highest order of business. This is followed by old business then new business.

3. The chairperson manages the discussion and its duration when an election decision or motion is brought before Activities Subcommittee. The discussion process is open to any addict present at the meeting and takes place until no more progress toward a decision is evident. The option to table a motion is always available, but the group must agree to this by consensus.

4. If a consensus cannot be reached on a motion for two consecutive Activities Subcommittee meetings, it may not be introduced again at the Activities Subcommittee meeting for two months after it was last discussed. One exception to this is the involuntary removal of its trusted servants (see page 8 of these guidelines).
NOMINATIONS AND ELECTIONS OF ACTIVITIES SUBCOMMITTEE TRUSTED SERVANTS

1. The chair of the Activities Subcommittee meeting is elected at the Greater Grand Rapids Area Service Committee meeting. These elections occur every September. However, a special election can be held at the ASC when the chair position is vacated either voluntarily or involuntarily (see below).

2. All other positions within the Activities Subcommittee are developed and decided within the subcommittee using consensus-based decision making principles (see page 7).

3. Each nominee must state the following: Clean time, past service experience, NA sponsorship and a general knowledge of the 12 Steps, 12 Traditions, 12 Concepts, and NA’s service structure. It is also suggested that each nominee be present at the time of nomination. Additional questions relevant to a given position’s responsibilities is highly recommended, as to ensure the person seeking the position is willing and able to fulfill the duties and the commitment associated with the position.

4. The Activities Subcommittee can temporarily appoint a person to fill any position.

5. The Activities Subcommittee Chair may only be elected to a maximum of two full consecutive one-year terms. All other positions within this subcommittee require a one-year commitment and have no term limitations.

Election Procedures

1. If there is a single nominee, they will be asked to leave the room to determine if there are objections to that nominee being elected. If there are no objections, the nominee is elected.

2. Any objections will be presented without the nominee present. If the objections are not resolved, the nominee will rejoin the subcommittee meeting, the chair will explain the objections, and the nominee will have an opportunity to address the objections if they so choose.

3. After this, without the nominee present, the subcommittee will determine if there is now a consensus in favor of the nominee.

4. If there is no consensus at this point, the position remains open until the next Activities Subcommittee meeting.

5. If there is more than one nominee, the group will use the above process to attempt to fill the position.

Resignations

- Voluntary
  o An Activities Subcommittee trusted servant must submit his or her resignation to the Activities Subcommittee chair in writing or in person.
  o The Activities Subcommittee Chair must submit his or her resignation in writing or in person to the GGRASCNA.

- Involuntary
  o If an Activities Committee trusted servant misses two consecutive Activities Committee meetings without advising their alternate or submitting a written report to the ASC chair.
  o If an Activities Committee trusted servant relapses during their time in office.
QUALIFICATIONS AND DUTIES OF ACTIVITIES SUBCOMMITTEE TRUSTED SERVANTS

Activities Subcommittee trusted servants are responsible for facilitating activities and events amongst the groups in the Greater Grand Rapids Area of Narcotics Anonymous. Because of this, it’s important that great care is taken in selecting trusted servants for this subcommittee. A substantial amount of clean time and personal maturity should be the first consideration, along with experience in the steps, traditions, and concepts of service. They should demonstrate the stability and personal sense of direction that serve as an example to others, as well as be capable of serving without attempting to govern. The specific amount of clean time required for each position will vary depending on the position.

A significant background in planning and executing activities and events and the ability to assist groups in this effort often makes more effective trusted servants for this subcommittee. Also, experience at the regional, convention, area, and area subcommittee level is helpful. For more discussion of the role of leadership in NA services, see the essay on Concept Four of the Twelve Concepts for NA Service.

Adapted from NA’s Guide to Local Service

The following qualifications apply to all Activities Subcommittee Trusted Servants:

- Have previous service experience in Narcotics Anonymous, as well as have general knowledge of the 12 Steps, 12 Traditions, 12 Concepts, and the Guide to Local Service (GTLS).
- The willingness to give the time and resources necessary for the position.
- Commit to serving the full term of their position.
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Activities Subcommittee Chair
The Activities Subcommittee Chair is nominated and elected at the GGRASCNA in accordance with its guidelines. This chairperson is responsible for conducting the Activities Subcommittee meetings, preparing its agenda, and various other administrative duties documented below. The chair’s primary tools are the ability to facilitate the area’s consensus-based decision making procedures, a firm hand, a calm spirit, and a clear mind. The chair can find additional help from past chairpersons, books about business meetings, decision-making processes, and volunteer organizations that are often readily available at local bookstores and libraries.

Chair Qualifications
In addition to qualifications listed above that apply to all Area Elected Trusted Servants,

- Minimum two years clean time.
- The chair cannot hold any other area elected positions or be a GSR.
- Familiarity with GGRASCNA’s policies and procedures.
- One year minimum service experience in Narcotics Anonymous area service.
- Be willing and able to mentor and train the co-chair.

Chair Duties
- Attends and presides over Activities Subcommittee meetings and provides written reports the subcommittee’s work.
- Attends all GGRASCNA meetings and GGRASCNA Policy and Administration meetings.
- Guides the decision making process of consensus.
- Attempts to maintain an atmosphere of recovery through the use of principled discussion.
- Compiles a prearranged agenda prior to each Activities Subcommittee meeting.

Activities Subcommittee Co-Chair

Co-Chair Qualifications
In addition to the qualifications that apply to all Activities Subcommittee Elected Trusted Servants,

- Minimum one year clean time.
- Be willing and able to learn and assume the chairperson’s position after one year.

Co-Chair Duties
- Assumes all duties and responsibilities of the chair in his or her absence.
- Works closely with the chair to learn all the responsibilities of that position.
Activities Subcommittee Secretary

The Activities Subcommittee secretary manages all the subcommittee’s documentation and calendar of activities, which can be a formidable job. The duties they perform provides the informational basis from which the subcommittee and the area is informed about its work. Most important of the secretary’s duties includes taking clear and accurate minutes of Activities Subcommittee meetings, distributing those minutes to its members in a reasonable time frame, and ensuring that the history of each Activities Subcommittee meeting is cataloged and capable of being referenced quickly. The secretary also organizes the storage and distribution of the subcommittee’s tools and templates. This is very important work, because when done well, it facilitates the progression of this subcommittee and its work, as well as helping to prevent repeating the mistakes of the past.

Adapted from NA's Guide to Local Service

Secretary Qualifications

In addition to the qualifications that apply to all Activities Subcommittee Elected Trusted Servants,

- Minimum 18 months clean time.
- Have access to and know how to operate a computer, email, word processing, and ledger software.
- Be willing and able to mentor and train the co-secretary.

Secretary Duties

- Keep and maintain accurate minutes of the Activities Subcommittee meetings.
- Collect and record all reports from trusted servants within the subcommittee.
- Record all pertinent motions and decisions made by the subcommittee.
- Develop and maintain a current calendar of activities / events in the GGRASCNA.
- Distribute no later than 2 weeks following an Activities Subcommittee meeting an electronic typed copy of its meeting minutes to its members and others who request the minutes.
- Make minutes, records, tools, and templates available to the area’s NA members upon request.
- Act as chairperson in the absence of the chairperson and co-chairperson.
- Maintain current copies of the Activities Subcommittee guidelines.
- Report and provide receipts of all expenses incurred in the performance of the secretary’s duties.
- At the completion of the secretary’s term, provide the chairperson all files exceeding 1 (one) year to add to the area’s archives.

Activities Subcommittee Co-Secretary

Co-Secretary Qualifications

In addition to the qualifications that apply to all Activities Subcommittee Elected Trusted Servants,

- Minimum 18 months clean time.
- Be willing and able to learn and assume the secretary position after one year.
Co-Secretary Duties

- Works closely with the Secretary to learn the responsibilities of the position.
- Assumes all duties and responsibilities of the secretary in their absence.
- Attends all Activities Subcommittee meetings in order to become familiar with the process and duties of the secretary.
- In the event the secretary is unable to complete their term, to act as secretary for the duration of the term.
- Assist the secretary in any of his or her responsibilities.

Activities Committee Treasurer

The Activities Subcommittee treasurer’s job is critical to the subcommittee’s work. Because of the added responsibility of handling money associated with their service as treasurer, it’s especially important that the Activities Subcommittee selects its treasurer with care. If the committee selects someone who is not capable of doing the work, then the committee is at least partly responsible if money is stolen, expenses are not paid, or if funds aren’t properly accounted for. It’s recommended that this subcommittee elects someone who is financially secure, good at managing their personal finances, inspires the trust of the subcommittee, and has substantial clean time. Experience in business, accounting, bookkeeping, or as a successful group treasurer is also very helpful. The treasurer assists groups with activities by accounting for and distributing seed money for events (as needed), assisting groups with accounting for the income and expenses for their events, and providing easy-to-use tools to assist with that effort. Additionally, the treasurer pays the rent for the subcommittee’s meeting hall, reimburses trusted servants, keeps careful records of all transactions, keeps account of surplus inventory from past events, and reports on the financial condition of the subcommittee at each of its meetings.

Adapted from NA’s Guide to Local Service

Treasurer Qualifications

In addition to the qualifications that apply to all Activities Subcommittee Elected Trusted Servants,

- At least two years clean (firm) and one year of service experience in NA area service.
- Be willing to discuss his or her personal financial situation.
- Be willing and able to mentor and train the co-treasurer.

Treasurer Duties

- Attend all Activities Subcommittee meetings and provide detailed written reports of its finances.
- Have access to and the ability to use a computer, printer, and spreadsheet software and use these tools to produce an accurate account of the subcommittee and past, present, and future activities / events.
- Provide and maintains a record of all subcommittee’s income and disbursements.
- Deposit any money collected from each activity / event within five business days.
- Prepare and present monthly financial reports for each meeting of the subcommittee.
- Keep yearly records of all bills paid, invoices, etc. and maintain an archive of prior years.
- Inventory excess materials from activities / events and make them available for future activities / events.
Activities Committee Co-Treasurer

Co-Treasurer Qualifications

*In addition to the qualifications that apply to all Activities Subcommittee Elected Trusted Servants,*

- At least two years clean (firm).
- Be willing and able to learn and assume the treasurer position after one year.

Co-Treasurer Duties

- Assumes all duties and responsibilities of the treasurer in their absence.
- Works closely with the treasurer to learn the responsibilities of that position.

Activities / Event Coordinator (more than one may be elected)

Qualifications

*In addition to the qualifications that apply to all Activities Subcommittee Elected Trusted Servants,*

- Experience with initiating, planning, executing, and reporting on NA activities and events.
- Ability to work well with diverse groups of people interested in holding NA activities / events.
- Excellent facilitation skills.

Duties

- Work with the Activities Subcommittee secretary to build and maintain an accurate calendar of events in the Greater Grand Rapids Area and neighboring areas.
- Meet with GGRASCNA home groups interested in having NA activities / events, determine what they want to do, what they need help with, and assisting groups with the planning and execution of their respective activities / events as needed. This includes:
  - Determining the needs of each home group and showing how the Activities Subcommittee can assist them in making their activity / event successful.
  - Scheduling a group’s event on GGRASNA’s activity / event calendar.
  - Helping to secure seed money for activities / events (as needed) or informing groups of approved alternative methods to fund the cost of an activity / event.
  - Providing activity / event plans and assisting groups with matching an activity / event with a group’s availability, ability, and willingness.
  - Guide groups through the process of initiating, planning, executing, and reporting on their activities / events to the degree which each group requests or requires that guidance.

Facilities Coordinator

Qualifications

*In addition to qualifications that apply to all Activities Subcommittee Elected Trusted Servants,*

- Presents themselves well to those who operate facilities that NA may wish to rent for area activities / events.
- Capable of developing and maintaining accessible, detailed, yet easy-to-understand records of facilities available to groups that wish to hold an NA activity / event.
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Duties

• Contact, secure, catalog, and maintain positive working relationships with venues and their representatives. This will help ensure NA events can continue to be held at these venues.
• Develop and maintain detailed records of each facility available to GGRASCNA groups that wish to hold an NA activity / event and make this list available to the Activities Subcommittee Secretary.
• Review facility contracts to ensure they’re accurate, equitable, and comply with the 12 Traditions of Narcotics Anonymous.
• Provides facility information to the Activities Subcommittee secretary, so it is properly catalogued and accessible when needed.

Activities / Event Promotor

Qualifications

In addition to qualifications that apply to all Activities Subcommittee Elected Trusted Servants,

• Has legal access to desktop publishing software and is proficient and creative in its use.
• Effective communication skills.

Duties

• Develop or assist groups with the development of official NA flyers for GGRASCNA events.
• Market GGRASCNA activities / events within the NA community, including uploading a flyer for the event with the official NA logo to the area’s website.
• Develop or assist groups with the development of official NA flyers for GGRASCNA events.

Activities Templates and Forms Developer

Qualifications

In addition to qualifications that apply to all Activities Subcommittee Elected Trusted Servants,

• Proficient with Microsoft Office and/or Google Apps.
• Writes well.
• Capable of automating difficult tasks.

Duties

• Develop and maintain templates that facilitate the initiating, planning, executing, monitoring and controlling, closing, and reporting phases of NA activities / events.
• Assist each person on this subcommittee with their work by recommending and/or developing tools that will aid them in their work.
• Provide these tools to the Activities Subcommittee secretary, so they are properly catalogued and accessible when needed.
September 9, 2016 – Added the following sentence under Activity Facilitation on page 5 per the ASC: NA recovery groups in the Greater Grand Rapids Area that choose to host an activity / event are encouraged to work with the Activities Subcommittee to help ensure its success.