

Northwestern Michigan Area Activities Subcommittee Guidelines



Purpose

The primary purpose of the Activities Subcommittee is to assist the Northwestern Michigan Area Service Committee in furthering our primary purpose to reach the addict who still suffers, to represent fun in recovery, and to strengthen the unity of the fellowship within our area. We accomplish this through attractive communication with our groups represented within our Area, and with Narcotics Anonymous as a whole in accordance with our Twelve Traditions and Twelve Concepts.

We do this by:

1. Carrying the message to the addict who still suffers by providing the Area with recovery-oriented events such as learning days, workshops, dances, meetings, marathons, and other creative events.
2. Unifying our fellowship with coordination of events and activities by encouraging group, individual, and Area support of these events.
3. Holding fundraisers for purposes and needs of the fellowship by keeping with the Twelve Traditions, the Twelve Concepts, with direct responsibility to the Northwestern Michigan Area Service Committee.
4. Hold regularly scheduled Activities Subcommittee meetings.
5. Provide detailed, written committee and treasurer reports to Area in a timely manner keeping with Area policy.

Trusted Servants

Chairperson-

1. Clean time requirement: 1 years
2. Practices the Twelve Traditions, Twelve Concepts, and Area policy.
3. Willingness and ability to stay in communication with other members of the subcommittee by using hands-on approaches to hosting events, planning, delegating and organizing.
4. Previous experience with the committee if possible.
5. Plan agenda, facilitate all committee meetings, and keep up to date with the Public Relations Committee about schedule changes to ensure meetings are accessible by the Area fellowship.
6. Attend all Area Service Committee meetings or send committee representation with the activities co-chair/proxy to deliver a detailed report about meeting agendas, treasurer reports, and event information.
7. Will work directly with the committee treasurer to send and receive all funds between event holders, suppliers, and the Area Service Treasurer.

8. Will hold responsibility for monetary collection at events including delegating collection tasks among other subcommittee members with thoughtfulness about the safety of the financial integrity of the fellowship.
9. Encourage fulfillment of position seats if a member cannot uphold the responsibilities of the position including not reporting for 3 consecutive meetings.
10. To hold responsibilities of other committee seats in their absence.

Co-Chair-

1. Clean time requirement: 1 year
2. Practice the Twelve Traditions, Twelve Concepts, and Area policy.
3. Willingness and ability to learn, share, and assume responsibilities of the chairperson of the committee with hands-on approaches to encourage members of the committee to support their primary purpose.
4. Previous experience with the committee if possible.
5. Supports facilitation of all meeting agendas and reports within the subcommittee and the Area Service committee.

Treasurer-

1. Clean time requirement: 2 years
2. Practice the Twelve Traditions, Twelve Concepts, and Area policy.
3. Will work directly with the chairperson to send and receive all funds between event holders, suppliers, and the Area Service Treasurer.
4. Provide detailed account reports including a start balance, end balance, and a copy of all receipts to be made available to submit to the Area Service Treasurer in accordance with Area policy.
5. Subcommittee shall hold a standing account within the area treasury up to 400.00 for event deposits and supplies.
6. Helps to establish projected budgets with thoughtful consideration to wise spending for the needs of the fellowship through Area policy, which is led by our groups.
7. Will work to share report details and communications with the co-treasurer.
8. Understanding of current online banking methods.

Co-Treasurer-

1. Clean time requirement: 1 year
2. Practice the Twelve Traditions, Twelve Concepts, and Area policy.
3. Will work directly with the treasurer to learn, share, and assume responsibilities of the treasurer to complete account reports and communications between committee members.

Secretary-

1. Clean time requirement: 6 months
2. Practice the Twelve Traditions, Twelve Concepts, and Area policy.

3. Familiar with computer documentation preferably Google Drive to create complete reports referring to all subcommittee meetings, decisions made, budgets, and formal communications while planning activities.
4. Delivers in a timely manner updated info about events, schedules, and approved fliers to the Area Web Servant as it applies to Area policy.
5. Will work to share these outlines with the co-secretary.

Co-Secretary-

1. Clean time requirement: 90 days
2. Practice the Twelve Traditions, Twelve Concepts, and Area policy.
3. Will work directly with the secretary to learn, share, and assume responsibilities of the secretary including navigation of computer software used to submit reports and communicate openly with other committee members.

Hospitality-

1. Clean time requirement: Willingness to serve
2. Practice the Twelve Traditions, Twelve Concepts, and Area policy.
3. To fulfill service responsibilities with guidance of subcommittee members such as, but not limited to; stocking literature, food and drink service, traffic directing, setting up and cleaning event spaces, decoration, and most importantly sharing new creative ideas with their fellowship.
4. Attend events, subcommittee meetings regularly, and keep appointments.

Graphic Design-

1. Clean time requirement: 6 months
2. Practice the Twelve Traditions, Twelve Concepts, and Area policy.
3. To create attractive fliers to provide event details such as date, location, time, suggested donation, meeting and speaker info, along with any other information needed to tell about the event.
4. Will mark all graphic designs with the NA trademarked service symbol and “Northwestern Michigan Area of Narcotics Anonymous” before submitting for public viewing.
5. Will submit any graphic design for discussion by the subcommittee before forwarding the graphic to the activities chair for final approval for public viewing by the PR Chairperson.

Area policy refers to any and all decisions made by the Northwestern Michigan Area Service Committee. Through group consciousness we as a fellowship have worked to make decisions to best serve our recovery community as stated by our Twelve Traditions and Twelve Concepts. Since we do not recover alone we uphold these decisions and yet remain humble to the newcomer for which we serve. May we remain open minded, accountable, and willing to learn more about the service structure of Narcotics Anonymous. For what we cannot do alone. We can do together.

