

# Central Ohio Area Service Committee of Narcotics Anonymous Activities Policy

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## **Purpose**

The purpose of the Activities Subcommittee is to plan and coordinate activities and fundraisers for the groups and members of the Central Ohio Area of Narcotics Anonymous (COANA). All activities will be geared toward having fun in recovery and shall be carried out in accordance with the 12 Traditions and the 12 Concepts of Narcotics Anonymous. Activities can provide a greater sense of community and unity for the local NA Fellowship and produce additional area income. It should always be kept in mind, however, that these functions are designed to enhance NA's primary purpose, not to replace group contributions in funding area services.

## **Functions/Procedures**

- A. All proposed functions will be planned and arranged at the Activities Subcommittee meeting before being introduced to the ASC. At that time the groups can approve or disapprove any proposed function and/or suggest any amendments to a proposed plan.
- B. The Activities Subcommittee will provide ASC with a budget for every function BEFORE any funds are requested.
- C. The Activities Chair or Treasurer will report all financial transactions to ASC on a monthly basis. At the conclusion of each event an Event Financial Form shall be submitted to the ASC along with all receipts for fund disbursements.
- D. A full report will be offered to the ASC each month on the progress of each event planned and after the conclusion of each event.
- E. All funds should flow through the general fund of the Area. All funds raised will be deposited into the area bank account at the end of each function by using a bank bag and deposit slip. Any deposit shall be made by 2 or more people who have both counted all of the funds.
- F. The Subcommittee should keep in contact with other event-oriented subcommittees to coordinate dates and times of functions so that conflicts are kept to a minimum. They should also keep an open line of communication between groups, subcommittees, other areas, and the region.
- G. The Subcommittee will also try to plan functions 4 or more months in advance in order to get functions approved by ASC 3 months ahead of time. This will allow the committee to be able to get flyers out throughout the area & region 2 months before the function.
- H. Keep a monthly "calendar of events" to be at the Area Office and a copy to be sent to the groups with the ASC minutes.
- I. The area and regional calendars are to be used to schedule events to make sure there is minimal conflicts with other events within our area and region.
- J. The Chairperson will register all events with the region (through the Regional Webmaster) so that all events are covered by the Regional insurance policy.
- K. The Chairperson will register all events with the Midwest Zonal Forum (MZF).
- L. The Chairperson will keep a copy of the regional insurance cover letter at every COANA function.
- M. Puts on several functions per year (suggested 4-6 including the OCNA fundraiser).

- N. Puts on an OCNA fundraiser each year prior to the convention with the profits to be sent to the OCNA Committee.
- O. Respond to all requests to help put on activities, fundraisers, anniversaries, and learning days.

## **Policies**

- A. The Activities subcommittee will meet on a monthly basis at a regularly scheduled place & time, as designated by the Chairperson. The committee meeting should be well-publicized, and all interested members should be encouraged to attend. The COANA meeting schedule should also be updated to show the correct subcommittee meeting information.
- B. The Activities subcommittee consists of a Chairperson, a Vice-Chairperson, a Treasurer, and any interested or concerned Committee Members. The requirements and the responsibilities of these positions are as follows:
  - 1. Chairperson
    - a.) Is elected by the groups at ASC to serve for a period of 1 year.
    - b.) Has suggested 2 years of clean time and willingness to serve.
    - c.) Has a working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts.
    - d.) Attends the monthly ASC meeting and reports any pertinent information using the appropriate report forms.
    - e.) Keeps in contact with all of the subcommittees working within COANA, particularly the other event-oriented subcommittees (Add-a-thon, Area Convention, New Year's Eve).
    - f.) Keeps in contact with other Area Activity Chairs within the Ohio Region.
    - g.) Attends the RSC meeting every quarter to promote Central Ohio Area's functions.
    - h.) Ensures that all guidelines are adhered to by all committee member according to the policy.
  - 2. Vice-Chairperson
    - a.) Is elected by the subcommittee to serve for a period of 1 year.
    - b.) Has suggested 1 year of clean time and willingness to serve.
    - c.) Has a working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts.
    - d.) Performs the duties of the Chairperson in their absence.
  - 3. Treasurer
    - a.) Is elected by the subcommittee to serve for a period of 1 year.
    - b.) Has suggested 2 years of clean time and willingness to serve.
    - c.) Has a working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts.
    - d.) Maintains all financial records and reports for the subcommittee.
  - 4. Committee Members
    - a.) There are no requirements (except for the Chair, Vice-Chair & Treasurer) to serve on the Activities Subcommittee.
    - b.) Voting privileges are obtained by attending two consecutive subcommittee meetings.
- C. The subcommittee will follow all of the ASC guidelines for subcommittees.
- D. The Activities policy will not supercede or change the ASC policy in any way.
- E. Neither the Chairperson nor the Vice-Chairperson shall be allowed to serve if they have ever misappropriated NA funds without having made complete amends.
- F. Any item displaying the NA logos must include the registered trademark symbol (®). This includes flyers, merchandise, signs, etc.