

# Guidelines for the Activities Subcommittee of CASC

## **I. Definition and Purpose of the Subcommittee:**

The Chattanooga Area Activities Subcommittee is a volunteer group of the fellowship of Narcotics Anonymous which is dedicated to providing the Chattanooga Area with recovery-oriented events and activities. This Subcommittee should be directly responsible to the CASC at all times.

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

## **II. Functions of the Subcommittee:**

- A. Carries the NA message to the addict who still suffers.
- B. Holds regularly scheduled monthly meetings (bi-monthly as the Subcommittee sees fit).
- C. Communicates and disburses all information to and from volunteers.
- D. Distributes Activities flyers to all groups via CASC meetings.
- E. Provides representation and participation in the CASC
- F. Coordinates the development of new events at the area level.
- G. Assists, if possible, other NA service bodies upon their request.
- H. Elects and/or appoints members to fulfill the needs of the Subcommittee.
- I. Provides functions for the fellowship to have fun and grow in NA.
- J. Maintains an archive of all minutes.

## **III. Definition of a Member of the Subcommittee:**

- A. A member is defined as a NA Member who is present at the Subcommittee's meeting and identifies himself or herself as a member of the Subcommittee.
- B. Those Addicts who have been defined as members of this Subcommittee are eligible to vote on matters concerning Activities work within the CASC.
- C. All voting matters will be decided by simple majority.

## **IV. Structure of Elected Positions:**

The elected positions of the Subcommittee shall consist of a Chairperson, Vice Chairperson, Secretary, Alternate Secretary, Treasurer, and Alternate Treasurer. All positions, with the exception of the Chairperson, who is elected by the CASC, are elected by the Subcommittee.

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

## **V. Qualifications and Duties of Elected Committee Members:**

- A. *Chairperson:* Elected by the CASC and will fulfill the CASC requirements of a Subcommittee Chairperson. Suggested clean time requirement of three years. Responsibilities include:
  1. Attends and provides written reports of all monthly activities at each CASC meeting.
  2. Announces and holds regularly scheduled Subcommittee meetings.
  3. Prepares an agenda for and maintains order at each meeting.
  4. Submits monthly budgets for approval to CASC at least one month in advance.
  5. Elects or appoints other committee members as necessary.
- 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 Chairperson is elected or appointed by the CASC.
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 meetings where applicable and appropriate (e.g., when a group will be hosting an event).

C. *Secretary*: Suggested clean time requirement of 6 months.

Responsibilities to the Subcommittee include:

1. Records minutes of all meetings of the Subcommittee and maintains archives of prior meetings 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.
5. Prints and copies fliers, etc

D. *Alternate Secretary*: Suggested clean time of 3 months. Responsibilities to the Subcommittee include:

1. Assumes the duties of the Secretary in the case of the Secretary's absence.
2. Works closely with the Secretary to become familiar with all aspects of the Secretary's responsibilities.

E. *Treasurer*: Suggested clean time of two years. Responsibilities to the Subcommittee include:

1. Works along with the Chairperson of the subcommittee during functions.
2. Keeps an accurate written or typed account of all income and expenses within the subcommittee, along with copies of all receipts.
3. Provides the CASC with a breakdown of expenses for all events.
4. Keeps a record of all cash flow and submit a monthly Treasurer's Report at the beginning of each CASC meeting.
5. Be the custodian and one of the two (2) co-signers of the Chattanooga Area Activities subcommittee bank account.
6. Disburse any funds with the approval of the CASC.

F. *Alternate Treasurer*: Suggested clean time of eighteen months. Responsibilities to the Subcommittee include:

1. Assumes the duties of the treasurer in the Treasurer's absence
2. Works closely with the Treasurer to become familiar with all aspects of the Treasurer's responsibilities

## VI. Management of Funds:

- A. The CASC Activities Sub-committee shall establish a general operating fund with a prudent reserve of \$350.00 to carry out the functions described in the CASC guidelines
- B. The purpose of the general fund is to fund activities provided by the CASC. All proceeds from the events, above the prudent reserve, will be contributed to the area Treasurer by the next area meeting.
- C. The only exception to the above guideline regarding money collected above the prudent reserve will be when money is collected for a specific event, such as Field Day or anything similar.
- D. Two Subcommittee members will count all funds acquired at any Activities Subcommittee function/event- at least one being an elected official.
- E. An itemized accounting statement for all functions/events shall be provided for review at each CASC monthly meeting.

**VII. Flyers:**

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