

# **SURRENDER UNDER THE STARS SUBCOMMITTEE GUIDELINES**

REVISED 5-20-2024

## **Definition**

Surrender Under the Stars is defined to be an annual, recovery event, which supports the Chattanooga Area of Narcotics Anonymous.

The Surrender Planning Committee is the body to which is formed annually to plan the Surrender Under the Stars event. The Surrender Planning Committee meets at least monthly beginning from January through October, as designated by the Chairperson of the committee. The Surrender Planning Committee is defined to be a standing subcommittee of the Chattanooga Area Service Committee of Narcotics Anonymous (CASCNA) and is stated as such in the CASCNA Guidelines.

## **Purpose**

The purpose of Surrender Under the Stars is to support the Chattanooga Area of Narcotics Anonymous and spread the message of recovery. The purpose of the Surrender Planning Committee is to plan a spiritual event which creates an atmosphere of recovery and fosters unity within the Chattanooga Area of Narcotics Anonymous.

## **Funds**

All funds above cost and seed money from the event will be returned to the Chattanooga Area Service Committee of Narcotics Anonymous after the event. Seed money for the event should be \$7,500 as to allow the incoming committee the opportunity to function properly. All funds are to be managed in a two-signature banking account.

## **Smoking Policy**

To protect the health of children and non-smokers, prevent asthma complications, and prevent smoke/vape from entering the lodge, the Chattanooga Area home groups have created non-smoking areas at the Surrender Under the Stars campground. For the purpose of these guidelines, vaping is considered smoking and is included anywhere the term "smoking" is used.

The designated non-smoking areas are: 1) around any lodge entrance door, 2) the playground, and 3) in workshop seating areas.

The Committee may use signage in these areas to remind smokers/vapers that these are designated non-smoking areas. Committee members have the right and responsibility to educate Surrender participants about these guidelines throughout the event. Workshop chairs shall advise smokers/vapers to go downwind from the seating area to smoke/vape.

All other areas of the weekend venue besides these designated non-smoking areas are open for smoking/vaping.

### **Elections:**

All positions on the Surrender Planning Committee are voted at any Surrender Planning Committee meeting, except for the Surrender Chairperson, which is voted at the CASCNA meeting. All positions are voted by blind ballot and elected on majority vote (more than 50 percent) by all present.

### **Removal of Committee Positions:**

Any member of the committee will be requested to withdraw from their position by the chairperson in the absence of two consecutive meetings without prior notice to the chairperson. Any member who relapses during their term on the committee will constitute automatic withdrawal from their voted position. If the member does not voluntarily withdraw from their position, the chairperson of the committee will request that they withdraw from their elected position, as the clean time requirement will no longer be met. In the above circumstances, removal from the subcommittee is not to punish anyone for non-participation or relapse, but to allow the Committee to fulfill its primary purpose. Any member who is removed from their elected position from the committee will be encouraged to continue to participate on the committee.

## **Chairperson**

The Chairperson conducts the Surrender Planning Committee meeting. The chairperson does not vote on any motions, unless to break a tie vote on the committee.

Cleantime Requirement: 4 Years

Duties of the Chairperson

1. Set date of called Surrender Planning Committee meetings at least 7 days in advance to each current member of the Surrender Planning Committee.
2. Call to order and chair each Surrender Planning Committee meeting, fairly and impartially.
3. Responsible for following through with the responsibilities of any chair position that is vacant.
4. Attend all called Surrender Planning Committee meetings.\*
5. Provide a written report at each planning committee meeting.
6. Attend all called Chattanooga Area (CASCNA) meetings.
7. Provide a written report at each CASCNA meeting to include a summary of that which transpires at the Surrender Planning Committee meetings.

## **Vice Chair**

The Vice Chair of Surrender will assist the Chairperson in all duties assigned. The Vice Chair will hold the Chairperson position by default, if the Chairperson cannot follow the responsibilities of the position for any reason (death, relapse, voluntary withdrawal, etc.) The Vice Chair is a voting member of the Surrender Planning Committee, unless acting as Chair in their absence.

Cleantime Requirement: 3 Years

### Duties of the Vice Chair

1. Assist the Chairperson in following through with the responsibilities of any chair position that is vacant.
2. Hold the position of Chairperson when the chair is not available.
3. Attend all Surrender Planning Committee meetings.\*
4. Provide a written report at each planning committee meeting.

## **Treasurer**

The Treasurer procures the funds for Surrender. Any incoming funds and outgoing funds involving the Surrender bank account is managed by the Treasurer. The treasurer is a voting member of the Surrender Planning Committee.

Cleantime Requirement: 5 Years

### Duties of the Treasurer

1. Deposit all incoming funds to the Surrender bank account.
2. Manage the checkbook for the Surrender bank account and write all checks for the Surrender account.
3. Provide pickups of funds for merchandise and registration as needed during the event and write receipts for all funds taken from the pickups.
4. Ensure that all receipts are kept during the term and can be provided at any time for auditing.
5. Attend all Surrender Planning Committee meetings.\*
6. Provide a copy of the bank statement with a submitted written report at each meeting.
7. Provide a detailed list of transactions of incoming and outgoing funds from the bank account since the previous meeting with each submitted written report.

## **Programming Chair**

The Programming Chair schedules the events for Surrender. Any entertainment scheduled for the event is provided by the Programming Chair. The Programming Chair is a voting member of the Surrender Planning Committee.

Cleantime Requirement: 3 Years

Duties of the Programming Chair

1. Create a program for the event, which is approved by the committee.
2. Obtain main speakers, workshop speakers, and entertainment for the event.
3. Make all purchases regarding programming including: copies of programs, airfare for speakers (if necessary), and literature for meetings at the event (keytags, Basic Texts, medallions, readings).
4. Attend all scheduled Surrender Planning Committee meetings.\*
5. Provide all receipts for purchases with a submitted written report at each meeting to be given to the Treasurer.
6. Create a budget for programming expenditures and keep track of all expenses for programming.
7. Provide a final report of all expenses for the term to be given to the incoming Programming Chair.

## **Merchandise Chair**

The Merchandise Chair procures all items to be sold or resold for Surrender. Any merchandise sold during the event is provided by the Merchandise Chair. The Merchandise Chair is a voting member of the Surrender Planning Committee.

Cleantime Requirement: 3 Years

Duties of the Merchandise Chairperson

1. Obtain all purchases regarding merchandise including: all merchandise sold during Surrender, all merchandise to be sold for Surrender fundraisers and auction items purchased for the event.
2. Be responsible for Surrender merchandise and provide inventory of all items sold and left to sell in all submitted reports.
3. Attend all scheduled Surrender Planning Committee meetings.\*
4. Provide all receipts for purchases with a submitted written report at each meeting to be given to the treasurer .
5. Obtain merchandise to be sold by outside vendors (to be approved by the committee).
6. Create a budget for merchandise expenditures and keep track of all expenses for merchandise.
7. Provide a final report of all expenses for the term to be given to the incoming Merchandise Chair.

## **Logistics Chair**

The Logistics Chair provides items needed for Surrender to function. The Logistics Chair is a voting member of the Surrender Planning Committee.

Cleantime Requirement: 1 Year

Duties of the Logistics Chair

1. Obtain all purchases regarding logistics including: signage for workshops, merchandise, banners, porta-toilets, chairs, tablecloths, etc.
2. Attend all scheduled Surrender Planning Committee meetings.\*
3. Provide as a liaison for the maintenance of the facility and be accountable throughout the event for maintenance issues.
4. Ensure that all chairs and tables are set up for the workshops, speaker meetings, and for scheduled mealtimes.
5. Provide all receipts for purchases with a submitted written report at each meeting to be given to the Treasurer.
6. Create a budget for logistics expenditures and keep track of all expenses for logistics.
7. Provide a final report of all expenses for the term to be given to the incoming Logistics Chair.

## **Registration Chair**

The Registration Chair maintains the attendance for Surrender. The Registration Chair is a voting member of the Surrender Planning Committee.

Cleantime Requirement: 3 Years

Duties of the Registration Chair

1. Creating a mailing list of all Surrender registrations.
2. Send flyers to all registrations from the previous Surrender.
3. Handle all funds at registration during the event.
4. Manage the registration table throughout the event, as scheduled, keeping track of those staying in tents, lodging, number of newcomers registered, and amount of cleantime for those registered.
5. Obtain all purchases regarding registration including: registration beads and necklaces, other items for the registration packet, items needed for pre-registration mailing (stamps, envelopes, flyers). All items selected for the registration packets must be in the spirit of recovery and must be approved by the committee.
6. Attend all scheduled Surrender Planning Committee meetings.\*
7. Provide all receipts for purchases with a submitted written report at each meeting to be given to the Treasurer.
8. Create a budget for registration expenditures and keep track of all expenses for registration.
9. Provide a final report of all expenses for the term to be given to the incoming Registration Chair.

## **Culinary Arts**

The Culinary Arts Chair is in charge of kitchen duties for Surrender. The Culinary Arts Chair is a voting member of the Surrender Planning Committee.

Cleantime Requirement: 1 Year

Duties of the Culinary Arts Chair

1. Obtain all food purchases for the Surrender event including: food for all meals for Surrender, coffee, drinks, plates, cups, utensils, etc.
2. Attend all scheduled Surrender Planning Committee meetings.\*
3. Provide a menu for all scheduled meals to be approved by the planning committee.
4. Ensure that enough help is available to prepare for all meals, and provide cleanup after each meal.
5. Provide all receipts for meal purchases with a submitted written report at each meeting to be given to the Treasurer.
6. Create a budget for culinary arts expenditures and keep track of all expenses for culinary arts.
7. Provide a final report of all expenses for the term to be given to the incoming culinary arts chair.

## **Secretary**

The Secretary provides minutes for each Surrender Planning Committee meeting. The Secretary is a voting member of the Surrender Planning Committee.

Cleantime Requirement: 1 Year

### Duties of Secretary

1. Obtain all purchases regarding secretarial expenses including minutes, etc.
2. Attend all scheduled Surrender Planning Committee meetings.\*
3. Record attendance of all subcommittee chairs to be included in the minutes of each called meeting.
4. Record the minutes of each called meeting to be copied and passed out to all attending subcommittee members before the next called meeting.
5. Provide all receipts for purchases with a submitted written report at each meeting to be given to the Treasurer.
6. Provide phone numbers and email addresses for all subcommittee members to be included in the minutes for each meeting.
7. Create a budget for secretarial expenditures and keep track of all expenses for the Secretary.
8. Provide a final report of all expenses for the term to be given to the incoming Secretary.

## **Kids Korner Chair**

The Kids Korner Chair provides assistance in supervising participating minors during the Surrender event. The Kids Korner Chair will provide a schedule of activities for the participating minors. The Kids Korner Chair is a voting member of the Surrender Planning Committee

Cleantime Requirement: 1 Year

Duties of the Kids Korner Chair

1. Obtain all purchases regarding Kids Korner including: arts & crafts, snacks, movie rentals, etc.
2. Attend all scheduled Surrender Planning Committee meetings.\*
3. Provide all receipts for purchases with a submitted written report at each meeting to be given to the Treasurer.
4. Create a budget for expenditures and keep track of all expenses for the Kids Korner.
5. Provide a final report of all expenses for the term to be given to the incoming Kids Korner Chair.
6. Obtain a permission slip/medical release form for participating minors provided by the committee.

## **Serenity Keeper**

The Serenity Keepers are to ensure order and facilitate all responsibilities of all attendees and as a point of contact for feedback and resolving issues.

Cleantime Requirement: 2 Years

Duties of the Serenity Keeper

1. Maintain the campground for the duration of the event.
2. Obtain attendance at the facility campground for those camping evenings before the Surrender event begins.
3. Attend all scheduled Surrender Planning Committee meetings.\*
4. Assists in all areas of committee.

## **Suggested Clean Time Requirements for Vice Chairs**

Treasurer - 4 Years

Registration - 2 Years

Merchandise - 2 Years

Programming - 2 Years

Culinary Arts - 6 months

Logistics - 6 Months

Kids Korner - 6 Months

Secretary - 6 Months

### **Attendance (\*)**

Communication between all members of the service body is critical. Attendance at each Surrender Planning Committee for each elected trusted servant on the committee is crucial for the success of the event. If a member of the committee cannot attend a meeting, they should notify the Surrender Chair before the beginning of the called meeting. It is also vital to send a written report to the committee meeting if possible. If it is not possible to send a written report before the meeting, a written report should be given to the Secretary before the Secretary prepares the minutes from the meeting.