

SheVaNA Area Service Committee
Special Events Subcommittee



Policies and Guidelines

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The SheVaNA Area of Narcotics Anonymous: Special Events Subcommittee

- (I) MISSION:** To provide a variety of ways and opportunities to fellowship with members of NA.
- (II) DUTIES:** Plans all aspects of Events in a variety of types; presents all proposed Special Events at ASC Meeting, along with the projected budget, carries out the Event including set up, clean up, purchase of Refreshments, and supplies, Pre and Post/ Event accounting
- (III) BUDGET:** The Special Events Subcommittee will maintain its own bank account with a maximum balance of \$1,500.00. Any money in excess of \$1,500.00 at the time of the monthly ASC meeting will be forwarded to the SheVaNA Area Service Committee

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(IV) PURPOSE: To promote fellowship and recovery within the SheVaNA Area while upholding the Twelve Traditions of Narcotics Anonymous. The Special Events Subcommittee is responsible for coordinating all Special Events and Activities in the SheVaNA Area.

(V) THE ELECTED TRUSTED SERVANT POSITIONS WITHIN THE SUBCOMMITTEE ARE AS FOLLOWS:

- (a) Chair (elected by the SheVaNA Home Groups in accordance with ASC policy)
- (b) Vice Chair
- (c) Treasurer
- (d) Secretary
- (e) Event Information ... elected by Subcommittee Vote during the month of February.

Term of position runs March through February. No Servant shall hold the same position for more than (two) consecutive years. An outgoing Servant may hold a NEW position, or wait and be nominated for a former position in the following year.

(VI) CLEAN TIME REQUIREMENTS

- (a) Chair.....One (1) Year
- (b) Vice Chair.....One (1) Year
- (c) Treasurer.....Three (3) Years
- (d) Secretary.....Six (6) Months
- (e) Event Information.....Six (6) Months

(VII) GENERAL DUTIES OF THE SUBCOMMITTEE CHAIR

- (a) To attend all Special Events Subcommittee business meetings
- (b) Attend all ASC business meetings or direct the Subcommittee (Vice) Chair to attend in their absence.
- (c) Conduct the business of the subcommittee according to the Policy of the Special Events Subcommittee as entered into the SheVaNA Area Service Committee Guidelines.

- (d) To serve as a co-signor on the Special Events Subcommittee Checkbook
- (e) Present a report to the monthly ASC business meeting to include, but not limited to:
 - (1) Activities of the subcommittee during the period prior to the current ASC meeting
 - (2) Upcoming planned activities of the subcommittee
 - (3) Any issues that cannot be resolved within the subcommittee
 - (4) Present a monthly financial statement
 - (5) Present an End of Term report to ASC

(VIII) GENERAL DUTIES OF THE SUBCOMMITTEE VICE CHAIR

- (a) To attend all Subcommittee business meetings
- (b) Attend all ASC business meetings when directed by the Subcommittee Chair to attend in their absence.
- (c) Conduct the business of the subcommittee according to the policy of the subcommittee as entered into the SheVaNA Area Service Guidelines, in the absence of the Subcommittee Chair

(IX) GENERAL DUTIES OF THE SUBCOMMITTEE TREASURER

- (a) To attend all Subcommittee business meetings
- (b) To serve as custodian of the Subcommittee funds
- (c) To pay in a timely manner all approved expenses and/or budgeted expenses incurred by the subcommittee
- (d) To serve as co-signor on the Subcommittee checkbook
- (e) To present a monthly statement to the Subcommittee, to include:
 - (1) Revenue and Expenses for the period prior to the current Subcommittee meeting
 - (2) Beginning and ending balance of the Subcommittee checking account or any other monies belonging to the Subcommittee
- (f) To submit a full Annual Financial Report at the end of each term of office
- (g) To present to the incoming Treasurer all checkbooks, receipt books, files, etc. pertinent to the administration of the duties and responsibilities of the Treasurer

(X) GENERAL DUTIES OF THE SUBCOMMITTEE SECRETARY

- (a) To attend all Subcommittee monthly business meetings

- (b) To keep a record (known as The Minutes) of all proceedings of the Subcommittee. These minutes shall include, but are not limited to: written reports from elected trusted servants, old business, new business, written motions, any dialogue concerning motions before the Subcommittee, along with any other relevant information submitted to the Subcommittee
- (c) To distribute by mail (or email) copies of the Minutes to each member on the attendance list, no later than 10 (ten) days following the Subcommittee business meeting
- (d) To make the (Minutes) available to any NA members upon request
- (e) To keep on file all written reports submitted to the Subcommittee
- (f) To keep copies of all attendance lists.
- (g) To type and mail any Subcommittee correspondence which is not the responsibility of other Trusted Servants
- (h) To maintain and archive the files of all information gathered/created by and/or submitted to the Subcommittee during their term in office
- (i) Submits budget requests to the Special Events Subcommittee for postage, printing costs, printer ink, paper, mailing envelopes, etc. when needed, and is responsible for turning receipts in to the Special Events Subcommittee Treasurer for same.

(XI) EVENT INFORMATION

- (a) Responsible for the creation and printing of Event Fliers announcing upcoming Special Events Activities
- (b) Coordinates the distribution of Event Fliers to the Home Groups and other Areas, with the help of the Subcommittee members
- (c) When co-hosting events with other Subcommittees and/or Areas, acts as liaison to coordinate information between the other Subcommittees/Areas
- (d) Submits budget requests to the Subcommittee for printing supplies or outside printing vendors when needed, and is responsible for turning receipts in to the Subcommittee Treasurer for same.

(XII) REMOVAL OF TRUSTED SERVANTS FROM SPECIAL EVENTS SUBCOMMITTEE POSITIONS

- (a) Loss of Abstinence will Automatically Remove a Trusted Servant from their Position.
- (b) Aside from the Subcommittee Chair who may only be removed by the Area's Group Service Representatives (or for loss of Abstinence) an Elected Trusted Servant may be removed from their position by a 2/3 majority vote of active subcommittee members.

Reasons for such action:

1. Non-fulfillment of the commitment of the duties of the position.
 2. More than 2 consecutive absences from the subcommittee's monthly meeting
- (c) **Non-fulfillment of duties.** Any person may raise the issue of non-performance of duties of any elected official. This will prompt an open forum review by the Special Events Subcommittee where the issue can be discussed. If the issue is not resolved during Open Forum, a motion for remedy can be submitted and presented under New Business.
**Adapted from SheVANA ASC Policy Article VII – Removal of Trusted Servant, Section 7.3 (with change of wording from ASC to Special Events Subcommittee).*
- (d) **NO** Trusted Servant shall be considered for removal from office unless good faith and spiritual effort has been made to resolve the situation by phone/email/in person/contact by the Chair and/or other Members of the subcommittee as delegated by the Chair. If the Subcommittee deems the Subcommittee Chair should be removed from the position, it shall be brought to the attention of the ASC Chair before the next Area Service meeting.

(XIII) VOTING POLICY

- (a) A voting member is defined as any member attending the subcommittee meeting, with the exception of the Chair. ANY Area Member may bring an Idea/Motion to the subcommittee floor, where if Seconded, the Motion will be addressed by the subcommittee
- (b) **Quorum:** Decisions will be made by majority vote or consensus. At each Subcommittee meeting, a quorum of two (2) members plus the Special Events Subcommittee Chair or Vice Chair (in Chair's absence) must be present in order to vote on motions or to reach consensus. If a quorum is not present, no motions may be voted on nor consensus decisions made. The committee may, however, conduct the routine business that is necessary for planning events. (Note: The Special Events Chair does not vote in this committee except when needed in a tie breaking capacity)
- (c) **Unscheduled Voting:** In the event that an issue needs to be voted on (and time constraints negate waiting until the next subcommittee meeting), the Subcommittee Chair may poll the Subcommittee members via telephone/e-mail to decide on the necessary action to be taken, regardless as to whether or not the situation is an emergency.

(XIV) SUBCOMMITTEE MEETING AGENDA:

- (a) Open with a Moment of Silence followed by the reading of the Serenity Prayer, The Twelve Traditions, and The Twelve Concepts of Narcotics Anonymous
- (b) Accept or amend the minutes of the previous Subcommittee meeting.
- (c) Welcome New Members

- (d) Subcommittee Chair report
- (e) Subcommittee Vice Chair Report
- (f) Treasurers Report
- (g) Event Information report
- (h) Old Business
- (i) Open Forum
- (j) New Business
- (k) Motion to close
- (l) Close with the Serenity Prayer

(XV) OPERATING GUIDELINES

Third Concept: The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.

The NA groups maintain final responsibility and authority for the service structure they have created. Yet if they must involve themselves directly in making decisions for all of our service boards and committees, the groups will have little time or energy left to carry the recovery message in their meetings. For this reason, the groups entrust the service structure with the authority to make necessary decisions in carrying out the tasks assigned to it.

The delegation of authority can do much to free up both our groups and our services. Service decisions not directly affecting the groups can be made expeditiously, our Special Events projects can move forward at full speed to serve NA's primary purpose.

(XVI) BENEFITS OF PLANNING

All trusted servants of The Special Events Subcommittee participate in planning; however, certain members need to be entrusted with the responsibility of setting the planning process into action with the chairperson typically facilitating the process.

Through planning, each member of the Special Events Subcommittee is better able to participate in responsible choice making, and our members' contributions are valued. Planning helps us focus and coordinate Special Events and Activities on behalf of the groups.

Developing an Event or Activity:

- Review and evaluate current activities
- Brainstorm new items.

- (a) This is the step preceding implementation. An action plan is created for each approach. In this phase, The Special Events Subcommittee identifies:

- (1) An Event or Activity
- (2) Tasks that need to be done
- (3) Time frames for accomplishing the tasks
- (4) Trusted servants who are responsible for completing the tasks
- (5) Resources that are needed

(XVII) RECORD KEEPING AND REPORTING

Accurate record keeping and reporting will help the subcommittee improve its annual planning process. The Special Events Subcommittee reports its progress to the ASC at every Area Service Meeting. This information captures an accurate picture of the time and money that are involved in accomplishing any area goal, and helps set the stage for more realistic planning in subsequent planning cycles.

(XVIII) EXPENSES AND REVENUE

- (a) 7th Tradition for use of facilities during events/activities/subcommittee meetings, takes priority over all other expenditures during the month.
- (b) Expenditures of any subcommittee member, (including supplies for an event) must be approved by the Subcommittee in advance of expense being made.
- (c) Any receipts for reimbursement or change and receipts for purchases made with Subcommittee funds are to be turned in to the Treasurer of the subcommittee by the end of the event.
- (d) All Subcommittee Member expenditures will be paid by check or cash by the Subcommittee Treasurer.
- (e) Any funds collected for future events must be turned over to the Treasurer within three (3) days of the date the funds were received.
- (f) At the end of an Event or Activity, all Expenses/Revenue from the event will be (totaled) by the Chair, Treasurer, and at least one other member of the subcommittee, and turned over to the Treasurer.
- (g) Any funds collected by the Treasurer must be deposited to the Special Events Checking Account within three (3) days of being received.

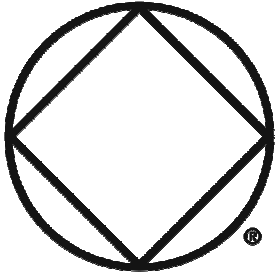
(XIX) THE SPECIAL EVENTS SUBCOMMITTEE must always keep in mind that our objective is to serve The SheVaNA Area of Narcotics Anonymous to the best of our ability. We strive to provide the Members of the Area with interesting activities and events in an effort to promote goodwill and fellowship. Although we **MUST** stay financially responsible in accordance with our 7th Tradition, we should never equate our success with monetary loss or gain, but by the Gratitude shown by the Fellowship for our efforts.

We are guided by our Primary Purpose

Our Message is Hope.

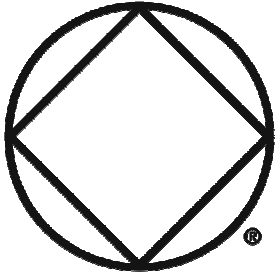
Our Promise is Freedom

Any issue not specifically covered by either these SheVaNA Special Events Subcommittee Policies or The SheVaNA Area Service Committee Policies and Guidelines, will be handled through The Group Conscience of The SheVaNA Special Events Subcommittee, in keeping with The Twelve Traditions of Narcotics Anonymous, and The Twelve Concepts for Narcotics Anonymous Service



(xx) **Twelve Concepts for Narcotics Anonymous Service**

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure, which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.



(XXI) Twelve Traditions of Narcotics Anonymous

- 1. Our common welfare should come first; personal recovery depends on NA unity.**
- 2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.**
- 3. The only requirement for membership is a desire to stop using.**
- 4. Each group should be autonomous except in matters affecting other groups or NA as a whole.**
- 5. Each group has but one primary purpose—to carry the message to the addict who still suffers.**
- 6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.**
- 7. Every NA group ought to be fully self-supporting, declining outside contributions.**
- 8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.**
- 9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.**
- 10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.**
- 11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.**
- 12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.**

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