

NYCASC Events & Activities Sub-Committee Guidelines

A. Purpose

The primary purpose of the NYCASC Events & Activities Sub-Committee is to assist the NYC Area Service Committee in furthering the unity of the fellowship within our Area, providing a greater sense of community for the NYC Area NA Fellowship, and producing additional funds to help the NYCASC and its groups fulfill their primary purpose of carrying the NA message to the addict who still suffers. We accomplish this by maintaining communications with the Groups represented and with Narcotics Anonymous as a whole in accordance with our Twelve Traditions and Twelve Concepts. We do this by:

1. Providing the Area with recovery-oriented events such as (but not limited to) learning days, workshops, dances, meeting marathons, etc.
2. Organizing, promoting, and executing fundraising events for purposes arrived at by a conscience of the GSRs and in keeping with Area policy, the Twelve Traditions, and the Twelve Concepts of NA
3. Unifying the Area by coordinating events and activities, and by encouraging Group and Area support of these events
4. Carrying the message to the addict who still suffers

To ensure that our primary purpose is carried out, the NYC Area Events & Activities Sub-Committee shall be directly responsible to the NYCASC.

B. Function

1. Encourage involvement in recovery and service for newcomers and all NA members
2. Provide events and activities that foster unity, encourage fellowship, and carry the message to the addict who still suffers
3. Hold regularly scheduled E&A Sub-Committee meetings
4. Provide detailed, written committee and treasury reports to all Area administrators and GSRs in a timely manner in keeping with Area policy

C. Mission

The NYC Area Events & Activities Sub-Committee will organize up to six Area events each calendar year:

1. New Year's Day meeting marathon
2. Unity Day (ticketed event)

3. Learning Day, a service-oriented event involving service sub-committees
4. Birthday Bash (ticketed event) to celebrate NA's birthday. In accordance with NYCASC policy, 50% of the event profits submitted to Area will go to benefit World Service.
5. Gratitude Feast (Thanksgiving Day)meeting marathon
6. Holiday (Christmas Day) meeting marathon

No event shall be held on an Area session weekend (typically held the third Sunday of each month).

Participation in each event shall be encouraged and advanced through all acceptable channels, in keeping with our Traditions, so as to ensure maximum awareness.

The Events & Activities Sub-Committee will be responsible for adding all events onto the Area and Regional website calendars. This includes Committee events, Area events, Learning Days, workshops, fundraisers, conventions, dances, etc. The Birthday Bash should be added to the World website calendar.

The Events & Activities Sub-Committee will strive to be fiscally conservative and fiscally responsible by:

1. Searching for volunteers from within Narcotics Anonymous willing to donate their time and talent as service (entertainment—comics, DJs; flyer designs, decorations --visual artists/graphic artists; food—caterers, etc.) before hiring anyone to perform these tasks
2. Pricing all items requiring purchase to ensure we are paying the least amount of money for the products needed for any event, unless the product in question requires a certain quality and it is a product that will be re-used by the Area for a prolonged period of time, i.e. coffee makers, etc.
3. Finding volunteers willing to use their own vehicles for the transportation of materials and equipment before renting a vehicle for this purpose; and, if a rented vehicle is required, finding the best rate in keeping with our needs
4. And any other way we can be careful with the funds entrusted to this committee

D. General Policies

1. Membership: any member of NA who wishes to participate.
2. Voting members: Elected Trusted Servants of the E&A Committee, Coordinators elected by the committee for each event, and volunteers who make three consecutive meetings. For all voting members, two consecutive absences will eliminate their voting rights on issues before the committee.
3. Elected Trusted Servants will serve no more than two terms.

4. Terms for elected Trusted Servants begin in January and end in January of the following year. Nominations are made in October for the following term.
 5. All matters will be decided by majority vote; In case of a tie, the Chairperson will break the tie.
 6. Any change in policy requires a 2/3 vote.
 7. Policy changes may only be entertained once a year, in September/October, for presentation at the November Area session, to be implemented in January.
 8. Tardy or absent members will be briefed of decisions made by meeting minutes; questions about missed discussion will be answered following the meeting.
 9. All members are to assist with setup and/or clean up at events.
 10. All members of the committee provide suggestions for
 - 10.a. Entertainment (DJs, talent, etc.)
 - 10.b. Speakers
 11. Speakers will be chosen by group conscience of E&A committee in keeping with criteria agreed upon by committee on an event-by-event basis.
 12. Any E&A elected trusted servant or volunteer who, in their personal lives, works in the hospitality industry or is a licensed NA vendor may not profit from the services they may choose to provide for an event.
- E.

Financial Policies

1. All Area policies regarding events are to be adhered to.
2. A financial report, in writing, must be made by the next Area meeting or at the time of the presentation of funds to the Area.
3. Prudent Reserve: To seed activities the E&A committee will have prudent financial reserve of \$2000.00 in the Area treasury. Once established, the amount of this reserve may be changed only by a conscience of the Groups.
4. When the committee proposes an event, it will be accompanied by a projected budget in the form of a financial motion made to the Area.
5. Management of Funds
 - 5.a. Ticket Sales
 - 5.i. Tickets for all fundraising events are to be sold by the E&A Trusted Servants (Chairperson, Vice Chairperson, Treasurer, Secretary, etc.). The Area Chairperson, Vice Chairperson, Treasurer and Secretary may sell tickets.
 - 5.ii. The E&A committee may appoint volunteers (GSRs and other NA members) to sell tickets who meet the following requirements:
 - 5.a. 2 years clean time
 - 5.b. Verifiable source of income
 - 5.c. Not currently selling tickets for any other NA-related event
 - 5.d. Willing to be completely accountable for monies collected from ticket sales
 - 5.e. Previous or current Area service experience and/or previous or current E&A service experience
 - 5.iii. The committee will create a system of accounting for all advance ticket sales (ticket sales control form).
 - 5.iv. The committee will use numbered tickets, preferably with security features.
 - 5.v. Selling tickets and receiving money on the day of the event will be done by the E&A Trusted Servants only. The exception to this is that the Area Chairperson, Vice Chairperson, Treasurer, Secretary,

and/or volunteers chosen by the E&A committee with a minimum of 2 years clean time may sell tickets and receive money at the door.

5.vi. All proceeds from advance ticket sales are to be collected either at the E&A meeting prior to the event or at the event itself, and receipt issued to the salesperson.

5.b. Admittance and Event Sales

5.vii. All admittance to fundraising events is by ticket only (sold in advance or at the door).

5.viii. The committee is to document all reduced-price admissions, in order to keep track and maintain a balanced expense report .

5.ix. At ticketed events, volunteers are not expected to purchase a ticket; however, in keeping with the spirit of giving back freely as it has been given to us, those who wish to purchase a ticket will not be discouraged from doing so.

5.x. When food and beverages are sold, tickets should be issued at a separate table.

5.xi. Merchandise is to be sold at a merchandise table only.

5.xii. Money for the purchase of food, beverages, and merchandise at any event may be collected by the E&A Trusted Servants only. The exception to this is that the Area Chairperson, Vice Chairperson, Treasurer, Secretary and/or volunteers chosen by the E&A committee with a minimum of 2 years clean time may collect money for the purchase of said items.

5.c. Cash Management

5.xiii. Regular pickup of funds at event is to be done by any 2 of the following: E&A Treasurer, Assistant Treasurer, Chairperson, Vice Chairperson, Area Treasurer, Area Assistant Treasurer.

5.xiv. A receipt book is to be used for hourly cash pickup at event.

5.xv. At the end of the event, a final count of all funds collected is to be done by any 2 of the following: E&A Treasurer, Assistant Treasurer, Chairperson, Vice Chairperson, Area Treasurer, Area Assistant Treasurer.

F. Trusted Servants

Chairperson (one year term, elected by Area GSRs)

Requirements

1. Three years NA clean time
2. Prior Area E&A experience (preferred)
3. Willingness and ability to organize, motivate, and facilitate the Area E&A Committee
4. Willingness and ability to delegate tasks to E&A Committee members
5. Willingness and ability to communicate in between E&A Committee meetings with committee members and the Area administrative body
6. Willingness to practice the principles and Twelve Concepts of Narcotics Anonymous in all Area E&A affairs
7. Internet access

Responsibilities

1. Plan agenda for the meeting and schedule all meetings
2. Help organize and coordinate all events and activities for Area
3. Attend all E&A committee meetings and monthly NYCASC sessions
4. Provide written report for Area and email copies of report to Area Secretary at least two weeks prior to Area session
5. Actively includes and communicates with E&A Vice Chairperson so as to provide Vice Chairperson with opportunities to prepare for the position of Chairperson
6. Present at all events
7. Provide a six-month calendar to the Area every six months as per Area policy**

**In the event of a chairperson's end of term, the calendar created in that term is to be followed by the incoming chairperson.

Vice Chairperson (one year term, elected by E&A committee)

Requirements

1. Two years NA clean time
2. Prior Area E&A experience (preferred)
3. Willingness and ability to assume responsibilities of the Chairperson in the absence of the Chairperson
4. Willingness and ability to communicate in between Area E&A Committee meetings and with committee members and the Area administrative body
5. Willingness to practice the principles and Twelve Concepts of Narcotics Anonymous in all E&A-related affairs
6. Internet access

Responsibilities

1. Attends all E&A committee meetings
2. Attends all monthly Area sessions
3. Carries out the duties delegated by the Chairperson of the E&A committee
4. Assumes responsibilities of the Chairperson in the absence of the Chairperson
5. Maintains communication with E&A committee members
6. Present at all events

Treasurer (one year term, elected by Area GSRs)

Requirements

1. Four years NA clean time
2. Verifiable source of income
3. Bookkeeping/accounting skills or other financial experience, preferably including previous Group treasurer experience
4. Willingness and ability to communicate with E&A Chairperson in between E&A meetings
5. Willingness to practice the principles and Twelve Concepts of Narcotics Anonymous in all E&A-related affairs

6. Internet access
7. Ability to use Microsoft Excel or other spreadsheet program to create financial reports

Responsibilities

1. Keeps accurate financial records of each event
2. Handles all monies for the committee
3. Helps establish 6-month projected budgets
4. Holds all funds, including monies given to committee by Area, monies generated by ticket sales, and monies generated at the event and then turns all monies over to the NYC ASC.
5. Holds all receipts and any other paperwork for each event (ticket stubs, rental agreement, etc.)
6. Ensures all accounts are satisfied
7. Attends all weekly E&A committee meetings and all monthly Area sessions
8. Provides a computer-generated financial report to the E&A committee and to the Area administrative body which includes all financial details on each event, including events in progress
9. Provides a proposed budget for each individual event including a schedule of when monies are to be paid out
10. Present at all events

Assistant Treasurer (one year term, elected by Area GSRs)

Requirements

1. Three years NA clean time
2. Verifiable source of income
3. Bookkeeping/accounting skills or other financial experience, preferably including previous Group treasurer experience
4. Willingness and ability to communicate with E&A Treasurer in between E&A meetings
5. Willingness to practice the Twelve Traditions and Twelve Concepts of Narcotics Anonymous in all E&A-related affairs

6. Internet access
7. Ability to use Microsoft Excel or other spreadsheet program to create financial reports

Responsibilities

1. Assists Treasurer in keeping accurate financial records of each event
2. Helps establish 6-month projected budgets
3. Attends all weekly E&A committee meetings and all monthly Area sessions
4. Assists Treasurer in creating financial reports for the E&A committee and the Area administrative body
5. Present at all events

Secretary (one year term, elected by E&A Committee)

Requirements

1. Six months NA clean time
2. Good note-taking skills
3. Computer skills
4. Familiarity with Microsoft Word or other word processing program in order to create documents such as meeting minutes and correspondence
5. Internet access
6. Willingness and ability to communicate with E&A Chairperson in between E&A meetings
7. Willingness to practice the principles and Twelve Concepts of Narcotics Anonymous in all E&A-related affairs

Responsibilities

1. Records and types up minutes of each E&A Committee meetings
2. Attends all E&A Committee meetings
3. Maintains accurate records to give incoming secretary when term is up
4. Enters events onto GNYR and Area website calendars

5. Provides RSO with venue-specific information for purposes of attaining insurance certificates, and delivers insurance certificate to venue management/owners
6. Maintains archives of current E&A activities

Assistant Secretary (one year term, elected by E&A Committee)

Requirements

1. 90 days NA clean time
2. Good note-taking skills
3. Computer skills
4. Familiarity with Microsoft Word or other word processing program in order to create documents such as meeting minutes and correspondence
5. Internet access
6. Willingness and ability to communicate with E&A Secretary in between E&A meetings
7. Willingness to practice the Twelve Traditions and Twelve Concepts of Narcotics Anonymous in all E&A-related affairs

Responsibilities

1. Assists Secretary with recordkeeping of each E&A Committee meetings
2. Attends all E&A Committee meetings
3. Responsible for emailing and/or snail-mailing minutes to committee members
4. Responsible for making copies of fliers, meeting minutes, and reports
5. Responsible for keeping organized files of all E&A-related materials (minutes, fliers, reports, financial reports, receipts, correspondence)
6. Sets up room and documents for E&A committee meetings
7. Responsible for contacting committee members regarding E&A meetings

Coordinators (appointed by committee on a per-event basis; previous Area E&A experience suggested)

Hospitality:

1. 6 months NA clean time
2. Provides and serves refreshments for all events and keeps food service areas clean
3. Responsible for all monies pertaining to hospitality (safeguarding money given by Treasurer for purchase of supplies)
4. Keeps all hospitality receipts from events and turns them over to the Treasurer or Chairperson
5. Responsible for keeping food and beverage tickets received which will be counted after the event

Event Decoration:

1. 6 months NA clean time
2. Provides decorations for all events
3. Sets up dance and meeting space
4. Preserves decorations when possible for future use

Event Promoters:

1. 6 months NA clean time
2. Distributes flyers announcing events throughout NYC Area (and, if possible, neighboring Areas, such as Manhattan, King's Bay, Brooklyn, etc.)
3. Uses all available channels (email, text messaging, NA website, etc.) to announce event
4. Recruits volunteers to help work the event
5. Encourages attendance at E&A committee meetings

Transportation:

1. One year NA clean time
2. Valid driver's license and credit card are required
3. Use of personal vehicle when possible
4. Transports merchandise and supplies to and from the RSO
5. Responsible for finding volunteers to assist in the transportation of supplies

6. Responsible for handing in receipts and reporting expenses to the Treasurer

Coordinators (cont'd)

Sites:

1. Two years NA clean time
2. Makes initial contact with venue management
3. Provides committee and volunteers with traveling directions and specifics about the venue (availability of electricity, kitchen, furniture, sound equipment, parking, etc.)

Serenity Keepers

1. 6 months NA clean time
2. Provides a safe atmosphere
3. Maintains crowd control outside event and at door
4. Present at all events
5. Previous experience preferred