

**THE EVENTS AND ACTIVITIES (E&A)
SUBCOMMITTEE POLICY**
OF THE
NEW YORK CITY AREA SERVICE COMMITTEE
OF
NARCOTICS ANONYMOUS



Effective August 2026

A. Purpose

The primary purpose of the NYCASC Events & Activities Subcommittee 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 Subcommittee 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 Subcommittee 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 Subcommittee 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 subcommittees
4. Birthday Bash (ticketed event) to celebrate NA's birthday.
5. Gratitude Feast (Thanksgiving Day) meeting marathon
6. Holiday (Christmas Day) meeting marathon

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 have attended two committee meetings in the past four months. For all voting members, lack of attendance for four months will eliminate their voting rights on issues before the committee.
3. Elected Trusted Servants will serve no more than two consecutive terms in the same commitment.
4. All terms for Trusted Servants begin in May and end in May of the following year.
5. The only nominations that must be submitted to the area are for Chair & Treasurer. They are submitted in April, and terms start in May. All other commitments are voted on in the subcommittee.
6. All matters will be decided by majority vote; In case of a tie, the Chairperson will break the tie.
7. Any change in policy requires a two-thirds majority vote.
 - 7.a. Only members in attendance at a policy review meeting have a vote in any changes to policy.

8. Policy changes may only be entertained once a year, in July/August, for presentation at the July Area session; to be implemented in August
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.
 - 11.a. Speakers for Learning Day must have service experience at the area, regional, zonal, or world level.
 - 11.b. Speakers for all events must have at least 90 days of continuous clean time.
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.
13. No event shall be held on an Area session weekend (typically held the third Sunday of each month).
14. Participation in each event shall be encouraged and advanced through all acceptable channels, in keeping with our Traditions, to ensure maximum awareness. The Events & Activities Subcommittee 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.

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 \$2,700.00 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

- 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.
- ii. The E&A committee may appoint volunteers (GSRs and other NA members) to sell tickets who meet the following requirements:
 - 2 years clean time
 - Verifiable source of income
 - Not currently selling tickets for any other NA-related event
 - Willing to be completely accountable for monies collected from ticket sales
 - Previous or current Area service experience and/or previous or current E&A service experience
- iii. The committee will create a system of accounting for all advance ticket sales (ticket sales control form).
- iv. The committee will use numbered tickets, preferably with security features.
- 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.
- 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

- i. All admittance to fundraising events is by ticket only (sold in advance or at the door).
- ii. The committee is to document all reduced-price admissions, in order to keep track and maintain a balanced expense report.
- iii. 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.
- iv. When food and beverages are sold, tickets should be issued at a separate table.
- v. Merchandise is to be sold at a merchandise table only.
- vi. 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

- i. 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.
- ii. A receipt book is to be used for hourly cash pickup at event.
- iii. 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

1. Chairperson (one year term, elected by Area GSRs)

a. Requirements

- i. Three years NA clean time
- ii. Prior Area E&A experience (preferred)
- iii. Willingness and ability to organize, motivate, and facilitate the Area E&A Committee
- iv. Willingness and ability to delegate tasks to E&A Committee members
- v. Willingness and ability to communicate in between E&A Committee meetings with committee members and the Area administrative body
- vi. Willingness to practice the principles and Twelve Concepts of Narcotics Anonymous in all Area E&A affairs
- vii. Internet access

b. Responsibilities

- i. Plan agenda for the meeting and schedule all meetings
- ii. Help organize and coordinate all events and activities for Area
- iii. Attend all E&A committee meetings and monthly NYCASC sessions
- iv. Provide written report for Area and email copies of report to Area Secretary at least two weeks prior to Area session
- v. Actively includes and communicates with E&A Vice Chairperson so as to provide Vice Chairperson with opportunities to prepare for the position of Chairperson
- vi. Present at all events
- vii. 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.

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

a. Requirements

- i. Two years NA clean time
- ii. Prior E&A or Area service experience (preferred)
- iii. Willingness and ability to assume responsibilities of the Chairperson in the absence of the Chairperson
- iv. Willingness and ability to communicate in between Area E&A Committee meetings and with committee members and the Area administrative body
- v. Willingness to practice the principles and Twelve Concepts of Narcotics Anonymous in all E&A-related affairs
- vi. Internet access

b. Responsibilities

- i. Attends all E&A committee meetings
- ii. Attends all monthly Area sessions
- iii. Carries out the duties delegated by the Chairperson of the E&A committee
- iv. Assumes responsibilities of the Chairperson in the absence of the Chairperson
- v. Maintains communication with E&A committee members
- vi. Present at all events

3. Treasurer (one year term, elected by Area GSRs)

a. Requirements

- i. Four years NA clean time
- ii. Verifiable source of income
- iii. Experience in business, accounting, bookkeeping, or successful group/committee treasurer. Financially secure and good at managing personal finances. Demonstrated trustworthiness.
- iv. Willingness and ability to communicate with E&A Chairperson in between E&A meetings
- v. Willingness to practice the principles and Twelve Concepts of Narcotics Anonymous in all E&A-related affairs
- vi. Internet access
- vii. Ability to use Microsoft Excel or other spreadsheet program to create financial reports

b. Responsibilities

- i. Keeps accurate financial records of each event
- ii. Handles all monies for the committee
- iii. Helps establish 6-month projected budgets
- iv. 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.
- v. Holds all receipts and any other paperwork for each event (ticket stubs, rental agreement, etc.)
- vi. Ensures all accounts are satisfied
- vii. Attends all weekly E&A committee meetings and all monthly Area sessions
- viii. 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
- ix. Provides a proposed budget for each individual event including a schedule of when monies are to be paid out
- x. If not present at an E&A event, must find suitable coverage for financial responsibilities.

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

a. Requirements

- i. Three years NA clean time

- ii. Verifiable source of income
- iii. Experience in business, accounting, bookkeeping, or successful group/committee treasurer. Financially secure and good at managing personal finances. Demonstrated trustworthiness.
- iv. Willingness and ability to communicate with E&A Treasurer in between E&A meetings
- v. Willingness to practice the Twelve Traditions and Twelve Concepts of Narcotics Anonymous in all E&A-related affairs
- vi. Internet access
- vii. Ability to use Microsoft Excel or other spreadsheet program to create financial reports

b. Responsibilities

- i. Assists Treasurer in keeping accurate financial records of each event
- ii. Helps establish 6-month projected budgets
- iii. Attends all weekly E&A committee meetings and all monthly Area sessions
- iv. Assists Treasurer in creating financial reports for the E&A committee and the Area administrative body
- v. If not present at an E&A event, must find suitable coverage for financials responsibilities.

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

a. Requirements

- i. Six months NA clean time
- ii. Good note-taking skills
- iii. Computer skills
- iv. Familiarity with Microsoft Word or other word processing program in order to create documents such as meeting minutes and correspondence
- v. Internet access
- vi. Willingness and ability to communicate with E&A Chairperson in between E&A meetings
- vii. Willingness to practice the principles and Twelve Concepts of Narcotics Anonymous in all E&A-related affairs

b. Responsibilities

- i. Records and types up minutes of each E&A Committee meetings
- ii. Attends all E&A Committee meetings
- iii. Responsible for emailing minutes to committee members.
- iv. Maintains accurate records to give incoming secretary when term is up
- v. Submit event flyers to region and area website/calendar trusted servant.
- vi. Provides RSO with venue-specific information for purposes of attaining insurance certificates, and delivers insurance certificate to venue management/owners
- vii. Maintains archives of current E&A activities

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

a. Requirements

- i. 90 days NA clean time
- ii. Good note-taking skills
- iii. Computer skills
- iv. Familiarity with Microsoft Word or other word processing program in order to create documents such as meeting minutes and correspondence
- v. Internet access
- vi. Willingness and ability to communicate with E&A Secretary in between E&A meetings
- vii. Willingness to practice the Twelve Traditions and Twelve Concepts of Narcotics Anonymous in all E&A-related affairs

b. Responsibilities

- i. Assists Secretary with recordkeeping of each E&A Committee meetings

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- ii. Attends all E&A Committee meetings
 - iii. Responsible for emailing minutes to committee members
 - iv. Responsible for making copies of fliers, meeting minutes, and reports
 - v. Responsible for keeping organized files of all E&A-related materials (minutes, fliers, reports, financial reports, receipts, correspondence)
 - vi. Sets up room and documents for E&A committee meetings
 - vii. Responsible for contacting committee members regarding E&A meetings
7. Coordinators (appointed by committee on a per-event basis; previous Area E&A experience suggested)
- a. Hospitality Coordinator:**
 - i. 6 months NA clean time
 - ii. Provides and serves refreshments for all events and keeps food service areas clean
 - iii. Responsible for all monies pertaining to hospitality (safeguarding money given by Treasurer for purchase of supplies)
 - iv. Keeps all hospitality receipts from events and turns them over to the Treasurer or Chairperson
 - v. Responsible for keeping food and beverage tickets received which will be counted after the event
 - b. Serenity Keepers:**
 - i. Willingness to serve
 - ii. Provides a safe atmosphere
 - iii. Maintains crowd control outside event and at door
 - iv. Present at all events
8. E&A Committee Members:
- a. Attends all committee meetings on a regular basis.
 - b. Assist with planning of events.
 - c. Assist on an as needed basis with tasks at events.
9. Volunteers:
- a. Assist with set up, clean up, and miscellaneous tasks at E&A events.