

## SOUTH BROWARD AREA POLICY 02-2021

- become a voting member.
3. The fiscal year budget begins and runs for one (1) year simultaneously with elections of ASC officers. Regular Sub-Committee yearly budgets should be submitted broken down on a monthly basis. All non-recurring expenses should be submitted as necessary. A copy of last year's budget must be submitted with the present budget.
  - 3a. If a Sub-Committee fails to submit a budget for the new year by September, that Sub-Committee will operate off of the last approved budget.
  4. All Sub-Committees must get competitive bids if they are going to spend more than three hundred dollars (\$300.00) on non-fundraising activities.
  5. Any N. A. group within or outside our area is welcomed to join the South Broward Area.
  6. All fundraising efforts for this Area should be approved by this ASC, coordinated and implemented by the Sub-Committee putting on the fund raising event.
  7. The Sub-Committee reports should contain whether or not the Chair or Vice Chair of each Sub-Committee attended the RSC.
  8. All Sub-Committee chairs that are required to attend the RSC will be reimbursed up to \$100.00 upon presentation of receipts of expense for travel outside Dade, Broward and Mid Cost Areas.
  10. The RCM and RCM Alternate will be reimbursed up to \$200.00 each at the ASC prior to the RSC for travel outside Dade, Broward and Mid Coast Areas. Receipts will be turned in at the next ASC.

## **SOUTH BROWARD AREA ACTIVITIES SUB-COMMITTEE GUIDELINES**

### **PURPOSE:**

To coordinate and plan activities that promote unity and fellowship in the NA program, as well as to generate funds. All activities must be held in accordance with the Twelve Traditions of Narcotics Anonymous.

### **TRUSTED SERVANTS AND MEMBERSHIP:**

Chairperson, Vice-Chairperson, Secretary, Treasurer and General Members.

### **QUALIFICATIONS AND RESPONSIBILITIES:**

**Chairperson:** *Nominated and elected by the South Broward Area Service Committee*

1. Three (3) years clean time;
2. Six (6) months prior involvement in the activities Sub-Committee;
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

The Chairperson is responsible for planning, coordinating, and implementing all area activities. He/she acts as liaison between the area and the Activities Committee. He/she must attend all ASC meetings and attend the meeting with the Vice-Chairperson before the ASC. He/she coordinates the work of all ad-hoc committees. He/she maintains order in the Sub-Committee meetings. He/she arranges times and agendas for all Sub-Committee meetings, and is ultimately responsible for the functioning of the committee and the maintenance of files and records. He/she should acquaint him/herself with the South Broward Area Service Policy.

**Vice-Chairperson:** Nominated and elected by the Activities Committee from its voting members.

1. Two (2) years clean time;
2. Three (3) months prior involvement in the Activities Committee;
3. An example of living recovery through the application of the Twelve Steps and

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Twelve Traditions of Narcotics Anonymous.

The Vice-Chairperson fills in for the Chairperson when needed. He/she assists the chairperson in maintaining order in Sub-Committee meetings. He/she works closely with the Chairperson in planning and executing all Area activities. He/she should attend all activities committee meetings. He/she maintains communication with the South Broward Area groups and neighboring Areas and keeps a calendar of upcoming events.

**Secretary:** Nominated and elected by the Activities Committee from its voting members.

1. Six (6) months clean time;
2. Secretarial experience and some organizational ability;
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

The Secretary takes accurate minutes at Sub-Committee meetings and will make copies available one week prior to the next Sub-Committee meeting. He/she assists the Chairperson in maintaining the Sub-Committee's records. He/she is responsible for all necessary correspondence.

**Treasurer:** *Nominated and elected by the South Broward Area Service Committee*

1. Three (3) years clean time.
2. Three (3) months prior involvement in the Activities Committee.
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. *Anyone holding the position of an elected Area treasurer in the SBA must have a bank account.*

The Treasurer must attend all activities Sub-Committee meetings. He/she is accountable for all funds spent or acquired by the Sub-Committee. He/she is responsible for turning over all money collected by the Sub-Committee to the ASC Treasurer or make a bank deposit into the ASC account within 2 business days. He/she submits a monthly written financial statement accounting for all monies and inventory (i.e. paper goods, sodas, sports equipment, decorations, condiments, etc.) to be included in the ASC minutes. He/she assists the chairperson in the budgeting of funds.

**General Members:**

1. One (1) day clean time;
2. Willingness to fulfill the commitment. It is suggested that you attend the Sub-Committee meetings. He/she assists in the planning, coordination, and implementation of activities. He/she brings new ideas for events.

**AGENDA FOR SUB-COMMITTEE MEETING:**

1. Open meeting with the Serenity Prayer
2. Read the Twelve Traditions
3. Establish voting members
4. Review Sub-Committee business
5. Old business
6. New business
7. Review business of the day
8. Announcements
9. Establish next meeting date, time and place
10. Close meeting with the Serenity Prayer

**MOTIONS AND VOTING PROCEDURES:**

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### 1. **Motions**

Motions may be made and seconded only by voting members.

### 2. **Voting**

- a. Members may have voting privileges after attending two (2) consecutive meetings.
- b. Voting privileges will be lost after missing two (2) meetings until reestablished.
- c. In the event of a tie, the Chairperson will exercise her/his right to break such tie.
- d. A quorum is the simple majority of the voting members. Once quorum is established at each meeting, it stays throughout the meeting.

### **BUDGET:**

1. The annual budget includes printing of flyers, miscellaneous Sub-Committee meeting hall fees, and general operating expenses.
2. Area holds \$500 for security deposits. If additional funds are needed, it must be approved by a vote at the ASC. This fund shall be replenished by the Activities Committee after each activity.

### **GUIDELINES FOR PLANNING FUNCTIONS:**

1. All activities must have prior ASC approval.
2. **Locations:**
  - a. The Activities Sub-Committee Chairperson is responsible for negotiating and contracting locations for activities
  - b. The Chairperson may appoint committee members to scout locations.
  - c. The final selection of a location will be voted on by the Sub-Committee.
  - d. All deposits and fees are to be paid by check from the ASC account.
  - e. Refundable deposits should be returned to the ASC account via the ASC post office box or hand delivered to the ASC Treasurer at the next ASC meeting.
  - f. The Chairperson should make follow-up call within one week following the event to the location to maintain goodwill and proper clean up, etc.
3. **Provisions** (food, sodas, decorations, etc.):
  - a. The Vice-Chairperson will coordinate volunteers and or purchase and deliver all provisions for activities.
  - b. All commitments for jobs must be by Sub-Committee members.
  - c. All purchases must be accompanied by a receipt.
  - d. All surplus provisions must be accounted for and returned to the designated storage place by the Chairperson, and the Treasurer. An on-going record of inventory should be kept.
4. **Entertainment:**
  - a. All entertainment should be approved by and be voted on by members of the Activities Committee.
  - b. It is suggested that bids be obtained for all entertainment and be reviewed and approved by vote of the Activities Committee.
  - c. All contracted entertainment must be informed that no mood or mind-altering chemicals will be allowed on premises.
5. **Advanced Planning:**
  - a. Flyers will be printed for each function and tickets when needed. All flyers should contain an NA symbol in some form and a disclaimer stating that NA is not affiliated with the facility
  - b. Ticket sellers must have a minimum of one (1) year clean time.
  - c. All flyers and tickets should read: "suggested donation \$\_\_\_\_\_".
  - d. The Treasurer must keep a record of all tickets handed out.

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- e. The Activities Chairperson, Vice-Chairperson and Treasurer will count the money together. More than one person will count money at functions.
  - f. Activities must submit a 12-month calendar to the ASC in September to be voted on at October ASC.
  - g. All flyers should have a small map of how to get to each function from I-95.
  - h. The Activities Committee shall host a 24-hour room on New Year's Eve in the same manner as the 24-hour room on Christmas, in which groups will have the same time slots.
6. **Area Policy for Functions:**
- a. All South Broward Area functions (i.e. conventions, meetings, workshops, and activities) are to begin and end with the "Serenity Prayer" only!
  - b. The Activities Committee will participate in "Unity Day".

## **SOUTH BROWARD AREA HELPLINE/PUBLIC RELATIONS SUB-COMMITTEE GUIDELINES**

### **PURPOSE:**

To effectively carry the message of recovery to the still sick and suffering addict. This is done by increasing the recognition of NA through informing the public that Narcotics Anonymous exists, offering the path to recovery from addiction and providing information about how and where to find it. It is the Helpline and PR Sub-Committee's responsibility to maintain and provide accurate meeting lists to the Literature Distribution Sub-Committee. The area's PR Sub-Committee should adequately inform the fellowship about PR efforts and what to do when someone outside of NA requests information. PR provides Web Support by maintaining and updating the South Broward Area website information. PR provides Helpline services to maintain and coordinate an effective 24 hour a day, 7 days a week answering service. Through our volunteers we form a link between Narcotics Anonymous and the general public.

### **TRUSTED SERVANTS AND MEMBERSHIP:**

Chairperson, Vice-Chairperson, Secretary, Web Coordinator, Helpline Orientation Person, General Volunteers, Phone Line Volunteers.

### **QUALIFICATIONS AND RESPONSIBILITIES:**

**Chairperson:** *Nominated and elected by the South Broward Area Service Committee*

1. Two (2) years clean time
2. Six (6) months prior involvement in the Helpline or PR Sub-Committee
3. Prior ASC experience, familiarity with the Helpline and PR policy and an understanding of the service structure of Narcotics Anonymous
4. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous

Arranges times and agendas for all Sub-Committee meetings, and is ultimately responsible for the functioning of the Sub-Committee. Maintains files, records and accurate South Broward Area meetings lists ensuring that revisions are given to the Literature Distribution Sub-Committee. Acts as a liaison between the area and the Helpline telephone system. Must attend all Helpline and PR Sub-Committee meetings, ASC meetings and Regional PR meetings. The Chairperson is responsible for all money transactions. Can only serve two consecutive terms.