

GUIDELINES OF THE SAN FERNANDO VALLEY AREA ACTIVITIES COMMITTEE OF NARCOTICS ANONYMOUS

Approved/Adopted by SFVASCNA 2/13/2010

This body shall be known as the San Fernando Valley Area Activities Committee of Narcotics Anonymous (hereinafter referred to as SFVAAC). The committee is made up of interested NA members. It is suggested that members of this committee have a willingness to serve. The Activities Committee is a sub-committee of the San Fernando Area Service Committee of Narcotics Anonymous (hereinafter referred to as SFVASC).

Purpose:

- A) To provide activities for the local NA fellowship.

Officers, elections, duties and functions of the committee:

- A) At the first SFVAAC meeting held in June of each year, the committee shall elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, Area Representative and an Alternate Area Representative, who will assume their respective duties immediately.
- 1) **The Chairperson** should have at least 3 years of continuous abstinence, at least 2 years of service experience on an activities committee, an understanding of the 12 Steps and 12 Traditions of NA, and a willingness to serve.

The Chairperson's Duties:

- a. Preside over all SFVAAC meetings and functions.
- b. Provide an agenda for all SFVAAC meetings.
- c. Be a co-signer of the SFVAAC bank account.
- d. During the SFVAAC meetings, will vote only in the case of a tie.
- e. Will provide monthly reports to the Area Service Committee business meetings.
- f. Be responsible for all area function information and flyers to the SFVASC.
- g. Perform all of the following functions:
 - 1. Acquire and secure keys to facility being used for any SFVAAC function.
 - 2. Delegate volunteers from within and outside the SFVAAC to perform specific duties before, during and after any function.
 - 3. Be responsible for opening and closing the facility.
 - 4. Co-sign any service/performance contracts pertaining to the SFVAAC
 - 5. Designate if he/she so chooses someone to contact all persons asked to participate in a SFVAAC hosted meeting to confirm their participation.

6. In the case of any last minute decisions pertaining to the function, the Chairperson will take a group conscience from within the SFVAAC. If, after a reasonable effort has been made to hold a group conscience, in the event that one cannot be held, an automatic vote is given, in accordance with these Guidelines, to the chair to make any last-minute decisions pertaining to the function.
7. (With Vice-Chairperson) Oversee and maintain a supply inventory before and after each function.
8. (With Vice-Chairperson or Treasurer) Purchase all necessary supplies for each function.

2) The Vice-Chairperson should have at least 2 years of continuous abstinence, an understanding of the 12 Steps and 12 Traditions of NA and a willingness to serve.

The Vice-Chairperson's Duties:

- a. Perform any and all duties of the chairperson in his/her absence.
- b. Be a co-signer of the SFVAAC bank account.
- c. Perform the following functions:
 1. Perform any and all duties of the Chairperson pertaining to the SFVAAC hosted function in his/her absence.
 2. (With Chairperson) Oversee and maintain a supply inventory before and after each function.
 3. (With Chairperson or Treasurer) Purchase all necessary supplies for each function.
 4. Perform any necessary tasks pertaining to the function as deemed necessary by the Chairperson.

3) The Secretary should have at least 1 year of continuous abstinence, an understanding of the 12 Steps and 12 Traditions of NA and a willingness to serve.

The Secretary Duties:

- a. Record, type and distribute minutes of each SFVAAC meeting.
- b. Be responsible for all incoming and outgoing correspondence, and for distributing notices on any kind.
- c. Correspond with the chairperson before monthly SFVASC business meetings.
- d. Act as custodian of the SFVAAC files.
- e. Perform the following functions:
 1. Type formats of any SFVAAC hosted function.
 2. Printing and deliver to the SFVAAC of all flyers for SFVAAC-hosted functions.

3. Maintain a list of commitments by SFVAAC members for duties to be performed for any function.
- 4) **The Treasurer** should have at least 2 years of continuous abstinence, a willingness to serve, an understanding of the 12 steps and 12 traditions and at least 1 year of service on an activities committee. An ability to maintain accurate financial records.

The Treasurer Duties:

- a. Be custodian of the SFVAAC bank account.
 - b. Maintain an accurate record of all cash flow.
 - c. Be a co-signatory on the SFVAAC bank account.
 - d. Disburse any funds with the approval of the SFVAAC.
 - e. Properly prepare a financial statement at the end of each fiscal month and following each SFVAAC function. Also give said reports to the chairperson before the SFVASC business meeting.
 - f. Perform the following Functions:
 1. Be responsible for all monetary transactions, which may include collecting monies/receipts at the door of any SFVAAC hosted function.
 2. Count all monies at the end of any function.
 3. Provides all receipts and reimburses all funds for any expenses incurred in connection with the function.
 4. Co-sign any service/performance contracts pertaining to the function with the Chairperson and/or Vice-Chair.
 5. (With Chairperson or Vice-Chair) Purchases all necessary supplies for each function.
- 5) ***The SFV Regional Activities Representative** to the Southern California Regional Activities Committee (SCRAC) should have at least 1 year of continuous abstinence, a willingness to serve, an understanding of the 12 steps and 12 traditions, and at least 6 months of service on an activities committee.

The SFVAAC Representative to the Southern California Regional Activities Committee (SRAC) Duties:

- a. Attend all SCRAC meetings, which are held on the first Wednesday of each month; also act as liaison between the SFVAAC and the SCKAC.
 - b. Attend all meetings of the SFVAAC.
 - c. Be responsible for requesting and clearing dates for all functions through the SCRAC.
 - d. Provide all area function information to the SCRAC.
 - e. Submit completed form and check to SCRAC for insurance coverage for each event
- 6) ***The Alternate SFV Regional Activities Representative** to the SCRAC should have at least 6 months of continuous abstinence, a willingness to serve, and an understanding of the 12 steps and 12 traditions.

The SFVAAC Alternate Representative to the SCRAC Duties:

- a. Attend all meetings of the SFVAAC and the SCMC.
- b. Perform any and all duties of the SFVAAC representative in his/her absence.
- c. Assist the Regional Representative with all duties and functions.

5* & 6* AUTOMATICALLY BECOME MEMBERS OF THE REGIONAL COMMITTEE**

7) San Fernando Valley Activities Committee Members Shall choose the format of the SFVAAC member hosted meeting, including speakers, leaders and readers; participants are to be chosen from active NA members. It is strongly suggested that all SFVAAC members commit themselves before; during and after any function to perform any necessary tasks relating to any SFVAAC-hosted function. Each member should make a commitment to stay until the doors close at the end of any function. No SFVAAC member should participate in any prize-winning activities hosted by *the* SFVAAC.

Two Merchandise Coordinators should each have at least 2 years of continuous abstinence, a willingness to serve, an understanding of the 12 steps and 12 traditions, an ability to maintain accurate financial records and organize inventory and at least 1 year of service on an activities committee.

The Merchandise Coordinators' Duties:

- a. May coordinate merchandising proposals and ideas from members and other area sub-committees.
- b. Present all artwork to the committee for approval; artwork may be kept on file for future use.
- c. Work with SFVAAC to develop budgets for items to be ordered and sold.
- d. Solicit 3 different bids for any merchandise and present to the committee for selection/approval prior to ordering.
- e. Provide a detailed summary of all financial information; including costs, revenues, and vendors from which items are purchased.
- f. Present bills of sale and receipts to the Activities Treasurer for all expenses.
- g. Work with the Activities Treasurer to provide an up-to-date merchandise inventory accounting at every meeting.
- h. Perform the following Functions:
 1. Be responsible for ordering and picking up merchandise from vendors
 2. Distribute and sell merchandise at SFV events or those otherwise approved by the SFVAAC.
 3. Recruit and coordinate volunteers to assist with duties.
 4. Turn over all monies to the Activities Chair or Treasurer after each event for final event tabulation and deposit.

GENERAL OPERATIONAL GUIDELINES:

1. Committee officers shall serve for a term of one year. All SFVAAC officers may succeed themselves in office, but none may serve *for* more than two consecutive terms in *any* particular office.
2. Any SFVAAC officer may be removed during his/her term in office by a 2/3 majority vote of the SFVAAC.
3. The SFVAAC shall hold regular monthly meetings on the third Sunday of each month in a centrally located place. Special meetings may be called by a simple majority vote or by Chair's request.
4. Each SFVAAC member shall have one vote, and each officer shall have one vote, except for the Chairperson, who votes only in case of a tie.
5. In the event that any voting member is not present at two consecutive meetings, that person shall be considered inactive (without a vote) at the next meeting. New members may vote at his/her second consecutive meeting.
6. Any monetary transactions other than the usual purchases for any SFVAAC function shall be voted upon by a majority vote of the SFVAAC.
7. The SFVAAC shall maintain a prudent reserve of \$1800 at all times, which shall be designated and approved by the SFVASC in the event that there is a need to increase the prudent reserve, the Chairperson of the SFVAAC shall request the increase at the regular business meeting of the SFVASC. Any monies over and above the prudent reserve shall be donated to the SFVASC.
8. The SFVAAC checking account shall require two signatures on all of its checks.
9. The SFVAAC shall hold a "group inventory" meeting annually each May prior to the election of its officers.
10. The check is written and submitted with completed form to Region for Insurance coverage for each event.
11. Merchandise accounting shall be tracked separately from other monies generated by events to allow easy inventory of merchandise sales.
12. All merchandise items are to be stored and inventoried at the SFVAAC storage facility.

THESE GUIDELINES MAY BE AMENDED AT ANY TIME BY A 2/3 MAJORITY VOTE OF THE SFVAAC OF NA

Amended 5/7/2017