

Activities

Palm Coast Area

Revised 2010 Activities Guidelines

MEETING FORMAT

Open meeting

Moment of silence followed by the Serenity Prayer

Read the purpose of Activities

Read the Twelve Traditions of N.A.

Read the Twelve Concepts of NA

Roll Call

(Old Business)

Secretary's Report

Chairs Report

Vice-Chair's Report

Contact Liaison Report

Treasurer's Report

(New Business — Open for Agenda)

Discuss New Business

Distribution of Funds

Elections

Motion to Close

Close Meeting

Activities Guidelines

The Palm Coast Area Activities Sub-Committees main objective is to plan and coordinate Activities which promote unity and fellowship, while also raising funds for the Palm Coast Area to further our primary purpose.

All functions planned by this Sub-Committee are to be brought before the ASC for approval.

This Sub-Committee shall serve as a source of information for activities in the Palm Coast Area working with individual groups to help in their activity functions and with representatives of the RSC to produce activities that support the purpose and function of both RSC and ASC.

This Sub-Committee may also work with other Activity Sub-Committees from Other areas.

The Twelve Traditions of NA

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

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.

SUBCOMMITTEE TRUSTED SERVANTS POSITIONS

CHAIRPERSON

The Activities Chairperson is elected by the groups of the Area Service Committee as outlined in the ASC policy. Requirements are two years clean time, a strong NA message of recovery and six months previous experience in the Palm Coast Activities committee, a one year commitment, including a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts,

The Activities Chairperson MUST attend all Activities Sub-Committee and ASC meetings. He/she acts as a line of communication between the sub-committee and the ASC.

The Activities Chairperson should be aware of all matters affecting Activities in the Palm Coast Area.

VICE CHAIRPERSON

The Activities Vice Chairperson is elected by the Sub-Committee at its first meeting once there is an opening in that position. Requirements are 1 year clean time, a strong NA message of recovery, a two year commitment, a working knowledge of the Twelve Steps and Twelve Traditions, and six months previous experience in the Palm Coast Area Activities. He/she is to assume the duties of the Chairperson should the Chairperson be unable to serve.

The Vice Chairperson works with the Chairperson to maintain smooth operation of the Sub-Committee. The Vice Chairperson should attend all meetings of the Palm Coast Area Activities Sub-Committee. It is suggested that the Vice Chairperson attend ASC meetings if possible.

He/she is to assume the responsibilities of the Chairperson should the Chairperson be unable to fulfill his/her responsibilities.

SECRETARY

The Secretary of the Activities Sub-Committee is elected by the Sub-Committee at the first meeting after that position opens. Requirements are six months dean time, have a working knowledge of the Twelve Steps and the Twelve Traditions of N.A. and must make a one-year commitment. The Secretary keeps an accurate set of minutes of all Sub-Committee meetings.

TREASURER

The Treasurer of the Activities Sub-Committee is elected by the Sub-Committee at the first meeting after that position opens. Requirements are 4 years clean time, have a working knowledge of the Twelve Steps and the Twelve Traditions of NA., a strong NA Message of recovery, a one year commitment, six months previous experience in the Palm Coast Area Activities, and accounting skills. He/she will keep records for all income and expenditures. The Treasurer, along with the Chairperson and Vice-Chairperson will be responsible for the collection and deposit of Activity funds received and will prepare a manual statement at the end of each fundraiser to be given by the Chairperson at the next PCASC meeting. Request monies put in form of a money order, and turned in with financial statement.

deposit money.

ADDITIONAL GUIDELINES

POLICY CHANGES

All policy changes and/or amendments will be tabled over to the next regularly scheduled Activities Sub-Committee meeting and remain in effect for no less than six months.

Any policy may be temporarily waived by group conscience in accordance with the ninth concept, but not in conflict with the Twelve Traditions.

All policy changes will require a two thirds majority of qualified voting members present.

Qualified voting members are active trusted servants and/or NA members who have attended two consecutive Sub-Committee meetings.

Trusted servants that are absent for two consecutive meetings, without just cause,

may be voted to step down at the next Sub-Committee Meeting.

There is a minimum requirement of two years clean time to handle monies at any Activities function.

Activities is responsible for coordinating a marathon meeting beginning on Dec 24th and ending on Dec 25th a minimum 12 hours long

Any person(s) misappropriating N.A. funds may by group conscious be asked to step down from their commitment, as per the PCASC policy package "Removal of Officers".

For further reference please see attached:

PCASC Policy Removal of Officers

PCASC Sub-Committee General Information

PCASC Policy Financial Responsibility

PCASC Budget Timeline