

Activities Subcommittee

The primary purpose of the Activities Subcommittee is to promote unity and fellowship for the Tampa Funcoast Area of Narcotics Anonymous. The Activities Subcommittee is responsible for:

1. Organizing and hosting events like dances, picnics, campouts, etc., in recovery-oriented atmospheres.
2. Holding at least 4 key events: New Year's Eve, Valentine's Day, Memorial Day and Halloween except during years that a Funcoast Convention is held.
 - a. During the year before the Tampa Funcoast convention is held, the convention committee will conduct the Halloween and New Year's Eve events as Funcoast convention fundraiser.
3. Notifying ASC of all events within a minimum of two (2) months in advance, for ASC approval.
4. Distributing flyers of upcoming events no later than the ASC meeting prior to the event.

Composition of the Subcommittee

This Subcommittee will consist of members of Narcotics Anonymous who have the willingness to serve and meet certain requirements. The structure of the Subcommittee will be as follows:

1. Subcommittee Officers' Chairperson, Vice-Chairperson, Secretary
2. General Members

Qualifications for Membership

General membership consists of any person expressing the desire to make a commitment to work with this Subcommittee. In all cases, members have the willingness to serve and be a member of the Tampa Funcoast Area of Narcotics Anonymous.

Qualifications for Activities Chairperson

1. Willingness and desire to serve.
2. Two (2) years continuous abstinence from all drugs.
3. Time and resources necessary to complete these duties.
4. Knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts. Suggested previous experience as a working member of the Activities Subcommittee.

Responsibilities of Activities Subcommittee Positions

Chairperson

1. Hold at least one monthly scheduled meeting of the Subcommittee.
 - a. All Subcommittee members will be given notice seven days in advance of any meeting.
 - b. All Subcommittee business meetings will be held in a public place.
2. Preside over Subcommittee's monthly meeting.
3. Expedite action on motions referred to the Subcommittee.
4. Attend all ASC meetings.
5. Inform the ASC of the Subcommittee activities, needs and other relevant information.
6. Submit a written report of the Subcommittee's monthly meetings.
7. Within 72 hours of the end of an event,
 - a. Deposit all event money in the ASC bank account and notify the ASC Treasurer within 12 hours, or Give all money to the ASC Treasurer.
8. For ongoing weekly or bi-weekly events a prudent reserve will be requested. Any funds over the prudent reserve will be given to the ASC Treasurer or deposited in the ASC bank account within 72 hours of the end of an event.
9. Submit monthly financial report to the ASC Treasurer for all events in the month having monetary transactions.
10. Have contracts that place a potential liability on the ASC reviewed, approved, and signed by the ASC Treasurer (required) and another ASC Administrative Committee member who is a signer on the ASC's bank account.

11. Submit a year-end written report each October, to the ASC. The written report should include the year's activities, accomplishments, specific problems or situations, financial records and plans for the coming year.
12. At January ASC, submit an updated set of Subcommittee guidelines. If updated guidelines are not submitted, existing guidelines will be used.
13. At January ASC, submit a line item annual budget for expenses in the form of a motion. (The Subcommittee can request additional funds over the approved budget. This request must be approved by a 2/3 vote.)
14. All Subcommittees are to pay bills first, then pass the rest of the funds to Area.
15. Attend Round Table.
16. Secure location for Valentines dance before leaving office. The new chair won't have enough time.
17. Secure location for New Year's Eve function by June 1st of that year.
18. Will possess and maintain ASC storage key.

Vice-Chairperson

The Vice-Chairperson will assist and work closely with the Chairperson. In the absence of the Chairperson, the Vice-Chairperson will perform the duties of the Chairperson.

Secretary

The Secretary is responsible for recording accurate meeting minutes and attendance at each Subcommittee meeting and maintaining all records of the Subcommittee.

General Member

The general member will provide ideas, input and assistance to the Subcommittee.

Motions

Any Activity Subcommittee member may bring any motions of business to the floor.

Voting Members

A voting member is a person who has attended two (2) consecutive Activities Subcommittee meetings.

1. Voting privileges will be forfeited if a member misses two (2) consecutive meetings.
2. Voting privileges can be re-established by attending two (2) consecutive meetings.

Voting Procedures

1. A simple majority of the voting members present is required to pass a motion.
2. The Chairperson will exercise the right to vote only in the event of a tie.
3. A quorum of at least three (3) voting members must be present to vote on a motion.

Finances

1. Any person given the responsibility of handling NA funds must have a minimum of 1 year of continuous abstinence from all drug use.
2. An itemized budget is prepared prior to each event to support advancement of funds from ASC.
3. Within 72 hours of the end of the event:
 - a. Deposit all event money in the ASC bank account and notify the ASC Treasurer with 12 hours,
 OR
 - b. Give all money to the ASC Treasurer.
4. Submit an itemized monthly financial report to the ASC Treasurer for all events in the month having monetary transactions.

Agenda for Meetings

1. Opening Prayer
2. Readings of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous
3. Reading of the minutes of the previous meeting
4. Old business
5. New Business
6. Closing Prayer

