



PALM COAST AREA
ACTIVITIES SUBCOMITTEE
POLICY GUIDELINES
REVISED 2010



ACTIVITIES GUIDELINES

Meeting Format

1. Open the meeting.
2. Moment of silence followed by the Serenity Prayer.
3. Read the purpose of the activities subcommittee.
4. Read the Twelve Traditions of NA.
5. Read the Twelve Concepts for NA Service.
6. Roll call.
7. Old business.
8. Secretary's report.
9. Chairperson's report.
10. Vice chairperson's report.
11. Contact liaison's report.
12. Treasurer's report.
13. New business — open for agenda.
14. Discuss new business.
15. Distribution of funds.
16. Elections.
17. Motion to close.
18. Close meeting.

Purpose

1. The PCA activities subcommittee's main objective is to plan and coordinate activities which promote unity and fellowship, while also raising funds for the PCA to further our primary purpose.
2. All functions planned by this subcommittee are to be brought before the ASC for approval.
3. This subcommittee shall serve as a source of information for activities in the PCA 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.
4. This subcommittee may also work with other activity subcommittees 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.

- 1 8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special
- 2 workers.
- 3 9. NA, as such, ought never be organized, but we may create service boards or committees directly
- 4 responsible to those they serve.
- 5 10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into
- 6 public controversy.
- 7 11. Our public relations policy is based on attraction rather than promotion; we need always maintain
- 8 personal anonymity at the level of press, radio and films.
- 9 12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before
- 10 personalities.

11 **Subcommittee Trusted Servants' Positions, Qualifications, and**

12 **Responsibilities**

13 ***ACTIVITIES CHAIRPERSON QUALIFICATIONS AND RESPONSIBILITES***

- 14 1. The activities chairperson is elected by the groups of the area service committee as outlined in the ASC
- 15 policy.
- 16 2. Two years clean time required.
- 17 3. A strong NA message of recovery required.
- 18 4. Six months previous experience in the Palm Coast activities committee required.
- 19 5. One-year commitment required.
- 20 6. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts required.
- 21 7. The activities chairperson **MUST** attend all activities subcommittee and ASC meetings. The chairperson
- 22 acts as a line of communication between the subcommittee and the ASC.
- 23 8. The activities chairperson should be aware of all matters affecting activities in the PCA.

24 ***ACTIVITIES VICE CHAIRPERSON QUALIFICATIONS AND RESPONSIBILITES***

- 25 1. The activities vice chairperson is elected by the subcommittee at its first meeting once there is an opening
- 26 in that position.
- 27 2. One-year clean time required.
- 28 3. A strong NA message of recovery required.
- 29 4. Two-year commitment required.
- 30 5. Working knowledge of the Twelve Steps and Twelve Traditions required.
- 31 6. Six months previous experience in the PCA activities required.
- 32 7. The activities vice chairperson is to assume the duties of the chairperson should the chairperson be
- 33 unable to serve.
- 34 8. The vice chairperson works with the chairperson to maintain smooth operation of the subcommittee.
- 35 9. The vice chairperson should attend all meetings of the PCA activities subcommittee.
- 36 10. It is suggested that the vice chairperson attend ASC meetings if possible.
- 37 11. The vice chairperson is to assume the responsibilities of the chairperson should the chairperson be
- 38 unable to fulfill his/her responsibilities.

39 ***ACTIVITIES SECRETARY QUALIFICATIONS AND RESPONSIBILITES***

- 40 1. The secretary of the activities subcommittee is elected by the subcommittee at the first meeting after that
- 41 position opens.
- 42 2. Six months clean time required.

- 1 3. Working knowledge of the Twelve Steps and the Twelve Traditions of NA required.
- 2 4. One-year commitment required.
- 3 5. The secretary keeps an accurate set of minutes of all subcommittee meetings.

4 **TREASURER QUALIFICATIONS AND RESPONSIBILITIES**

- 5 1. The treasurer of the activities subcommittee is elected by the subcommittee at the first meeting after that
- 6 position opens.
- 7 2. Four years clean time required.
- 8 3. Working knowledge of the Twelve Steps and the Twelve Traditions of NA required.
- 9 4. A strong NA message of recovery required.
- 10 5. One-year commitment required.
- 11 6. Six months previous experience in the PCA activities subcommittee required.
- 12 7. Accounting skills required.
- 13 8. The activities treasurer will keep records for all income and expenditures.
- 14 9. The treasurer, along with the chairperson and vice chairperson, will be responsible for the collection and
- 15 deposit of activity funds received and will prepare a manual statement at the end of each fund-raiser to be
- 16 given by the chairperson at the next PCASC meeting. The treasurer will deliver monies in the form of a
- 17 money order and turn in with a financial statement.
- 18 10. As of November 1998, established seed money was \$500.00 and \$500.00 deposit money.

Additional Guidelines

- 19 1. Policy Changes
- 20 A. All policy changes and/or amendments will be tabled over to the next regularly scheduled
- 21 activities subcommittee meeting and remain in effect for no less than six months.
- 22 B. Any policy may be temporarily waived by group conscience in accordance with the ninth concept,
- 23 but not in conflict with the Twelve Traditions.
- 24 C. All policy changes will require a two-thirds majority of qualified voting members present.
- 25 D. Qualified voting members are active trusted servants and/or NA members who have attended two
- 26 consecutive subcommittee meetings.
- 27 E. Trusted servants that are absent for two consecutive meetings without just cause may be voted to
- 28 step down at the next subcommittee meeting.
- 29 F. There is a minimum requirement of two years clean time to handle monies at any activities
- 30 function.
- 31 G. Activities is responsible for coordinating a marathon meeting beginning on December 24th and
- 32 ending on December 25th for a minimum of 12 hours.
- 33 H. Any person(s) misappropriating NA funds may by group conscious be asked to step down from
- 34 their commitment per the PCASC policy package section on removal of officers (page 10).
- 35 2. For further reference please see attached:
- 36 A. PCASC policy on removal of officers (page 10).
- 37 B. PCASC subcommittee general information (page 21).
- 38 C. PCASC policy on financial responsibility (page 22).
- 39 D. PCASC budget timeline (page 27).
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