

East of The Bay Area
Special Events Subcommittee (SEC) Policy
12/5/24

1. The Primary Purpose of the SEC is to carry the NA message of recovery providing fun activities without the use of drugs.
2. The SEC is responsible to ensure its events are drug free with a safe environment that is conducive to recovery.
3. SEC will adhere to the 12 Traditions and 12 Concepts of Narcotics Anonymous.
4. SEC is always open to suggestions from NA members if brought to the SEC meeting.
5. The SEC must vote in favor of holding functions.
6. The SEC is responsible for holding as many functions as possible per year.
7. The SEC is responsible to communicate all upcoming events to the ASC.
8. The SEC will not allow anyone to handle tickets or money except SEC members or ASC administrative officers, unless appointed by the majority of SEC.
9. Any amendments to these guidelines will be submitted for ASC for approval.
10. It is the responsibility of the SEC members to load and unload storage.
11. The SEC is responsible for setting prices for each function at a minimal profit.
12. All workshops are supported by Area funds. Area to fund SEC \$1000 for annual Thanksgiving Dinner.
13. Fundraisers, conventions, events, etc., are to make money to support intended activity.
14. No gambling activities will be sponsored by the SEC, with the exception of 50/50 raffles.
15. SEC is responsible to elect the following officers:
 - Co-Chair
 - Treasurer
 - Co-Treasurer
 - Secretary
 - Co-Secretary
16. SEC members must be active members of Narcotics Anonymous.
17. The Chair or Co-Chair must attend the RSC meeting. In Special conditions other SEC members can go in their place.
18. Suggestions for a speaker should be brought to the SEC for approval. Contact information will be given to the Chair, regardless of who contacts the speaker. The CHair will have contact information ahead of the event.
19. To become a voting member of the SEC you must attend two consecutive meetings. If a member of the SEC is absent for two consecutive meetings, voting privileges will be forfeited.
20. Any elected administrative officer of the SEC that misses two consecutive meetings will be removed from his/her position. An election to fill the vacated position will be held the following month; however, that member may redress the SEC administrative body to continue serving the held position.
21. SEC operating balance to be minimum of \$2500.00 and maximum of \$3000. Anything Above \$3000 will be donated to ASC.

22. SEC will follow RSC flyer policy for all events.
23. EOTB SEC Procedures for having events with HG's must be followed and signed accordingly. (Welcome New Chair folder)

Duties of The Administrative Officers of the SEC

Chair

1. Will be one of the co-signers on the SEC bank account.
2. Coordinates location of SEC meeting.
3. Arranges agenda for, and presides over, monthly meeting.
4. Responsible for correspondence as well as maintaining files and archives.
5. Can vote in the event of a tie.
6. Capable of conducting the meeting with a firm yet understanding hand, always maintaining an objective point of view.
7. Suggested two years clean time.
8. Minimum of one year involvement at ASC level.
9. Must complete an event summary report for each event, this report will include type of event, speaker information and financial transactions. Copies must be distributed to SEC members at following SEC meetings.
10. A monthly summary (Chair report) must be completed for each month, kept in archives, and made available upon request.
11. The event and monthly summary reports are to be provided to ASC as part of the Chair's report.
12. Coordinates all subcommittee functions.

Co-Chair

1. Will be one of the co-signers on the SEC bank account.
2. In the absence of the Chair, the Co-Chair shall perform all duties of the Chair.
3. Suggested two years clean time.
4. Suggested one year experience at ASC level.
5. Two year commitment, with one year as Co-Chair and the following year as Chair with ASC voting approval.

Secretary

1. Take detailed monthly minutes and attendance of each SEC meeting.
2. Provide all SEC members with a copy of the previous month's minutes via email within one week of the SEC meeting.
3. Keep an updated list of all SEC members.
4. Suggested one year clean time.

Co-Secretary

1. To assist the secretary in all duties, as needed.
2. In absence of the secretary, the Co-Secretary will perform the duties of Secretary.
3. Suggested six months clean time.

Treasurer

1. Will be one of the co-signers on the SEC bank account.
2. The checkbook and other financial records must be brought to all SEC meetings and events.
3. All cash payments to vendors require the use of a receipt book.
4. All deposits are to be made within 72 hours of receipt.
5. All monies prepared for deposit and/or payments to vendors must be counted by the treasurer, Co-Treasurer and at least one other member of SEC.
6. The petty cash box remains a prudent reserve of no more than \$150.00. The Treasurer and Co-Treasurer are responsible for the petty cash box.
7. The monthly bank statement must be reconciled by the Treasurer and Co-Treasurer within two weeks of its delivery to the ASC and initialed by each upon completion.
8. Suggested two years clean time and gainfully employed.

Co-Treasurer

1. To assist the Treasurer in all duties.
2. In the absence of the Treasurer the Co-Treasurer shall perform all the Treasurer duties.
3. The monthly bank statement must be reconciled by the Treasurer and Co-Treasurer within two weeks of its delivery to the ASC and initiated by each upon completion of review.
4. Suggested one year clean time and gainfully employed.

Event Announcer

1. Read the next ETOB flyer at every meeting they attend.
2. Go to 5+ meetings a week.
3. Refers questions to SEC executive body members.
4. Encouraged to attend monthly SEC meetings.
5. 30 day clean time requirement.