

# AREA L.E.G.S. – LAKE ERIE GENERAL SERVICES

## ACTIVITIES/ENTERTAINMENT SUBCOMMITTEE

(revised 11-13-2022)

**PURPOSE: To facilitate Area-wide activities encouraging fellowship and unity. Must review an Area-wide calendar of events to minimize conflicts in scheduling and to better provide the necessary services. (rev. 7/2022)**

### ACTIVITIES RESPONSIBILITY

#### Types of Activities Include:

1. Fundraising – Any activity with the main purpose of raising funds. (money)
2. “Fun” - Any activity that encourages Fellowship and enjoyment of life without the use of drugs. These fun-raisers are not for the purpose of raising funds. (money)
3. Activities/Entertainment Subcommittee will host fundraisers and when financially able have fun-raiser activities
4. Convention - Plans and prepares the events/entertainment. Any contact with an outside entity should include at least two (2) members. (see Area guideline #26)

### FINANCIAL GUIDELINES

#### Financial responsibility consists of:

1. Activity/function expense – All expenses needed to put on each activity. A complete financial breakdown for the funding of the activity, see Managing Funds Priority Sheet, to be turned in at the time of request for funds (rev 9/24/18)
2. Literature supply – to maintain up to \$50 supply of literature as needed for any activity and is to be replenished from the Area Service Committee’s General Fund (transfer). (rev 9/24/18).
- 2A. Literature list for Activities: IPs (10 each) 7, 8, 11, 16, 22: Schedule Books (25); White Books (15). Activities should maintain a Literature Inventory Sheet to be turned into the ASC when there is a need to replenish literature supplies.
- 2B. All literature must be stamped with home telephone number before distribution.
3. Activity/function budget in the amount of one thousand (\$1000.00) is the maximum amount that can be used per monthly request.
- 3A. In the event of a convention the maximum monthly budget amount can be increased upon the approval of the Voting Body at the Area. All activity will show a breakdown of incoming and outgoing funds.

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### Qualifications & Duties

**Chairperson:** Nominated and voted in at the Area Service Committee.

1. Four (4) years clean time
2. One (1) year commitment
3. Previous service experience such as Group Treasurer, Group Secretary or GSR.
4. The ability to organize and give the subcommittee direction and incentive.
5. A working knowledge of the Twelve Steps, the Twelve Traditions and a basic knowledge of the Twelve Concepts of Narcotic Anonymous.

#### **Duties**

1. Arrange time and agenda for the Subcommittee meeting.
2. Attend all Area Service Committee meetings, Activities/Entertainment Subcommittee meetings, and Regional Activities Subcommittee meetings.
3. Initiate all necessary correspondence, including communication between groups, Area L.E.G.S., Buckeye region, and World Service Office.
4. Keep Area L.E.G.S. informed of all ongoing Subcommittee activities.
5. Ultimately be responsible for the files, inventory, records, and overall functions of the Subcommittee.
6. Any contact with an outside entity should include at least two (2) members. (see Area guideline #26)

**Vice-Chairperson:** Nominated and voted in at the Area Service Committee

1. Four (4) years clean time
2. One (1) year commitment
3. Prior service experience such as Group Treasurer, Group Secretary, GSR.
4. Ability to assume responsibilities in the absence of the Activities Subcommittee/Entertainment Chairperson.
5. A working knowledge of the Twelve Steps, the Twelve Traditions and a basic knowledge of the Twelve Concepts of Narcotic Anonymous.
6. Any contact with an outside entity should include at least two (2) members. (see Area guideline #26)

#### **Duties**

1. To work with and assist closely in all duties of the Activities/Entertainment Subcommittee.
2. Attend all Area Service Committee and Activities/Entertainment Subcommittee meetings.
3. Carry out responsibilities delegated by the Activities/Entertainment Subcommittee Chairperson and/or the Activities/Entertainment Subcommittee.

**Secretary:** Nominated and voted in by the Activities/Entertainment Subcommittee.

1. One (1) year clean
2. One (1) year commitment.

#### **Duties**

1. Responsible for the written report/minutes of the Activities/Entertainment Subcommittee.
2. Responsible to submit minutes to the Subcommittee Chair/Vice-Chair for distribution to the attendees of the Subcommittee in a timely manner for approval of information in the report