

CLARKSVILLE AREA SERVICE COMMITTEE (CASC) POLICY GUIDELINES

Last updated 11/25/25



Article 1: The Name of the Committee

The name of this organization will be the Clarksville Area Service Committee (ASC) of Narcotics Anonymous.

Article 2: Who the Committee Serves

The ASC will serve the Narcotics Anonymous groups in the Clarksville, TN area.

Article 3: Purpose

The purpose of the Committee will be to administer and coordinate the activities common to the welfare of the Narcotics Anonymous groups in the Clarksville, TN area. The Committee will support their needs and serve as a link between the groups and the Volunteer Regional Service Committee of Narcotics Anonymous. The Committee will be the link between our community and will promote unity within the Narcotics Anonymous fellowship.

Article 4: Meetings

Section 1) Timing

1. The regular meeting of the ASC will be held on the fourth Saturday @ 4:00 PM of each month.
2. Special meetings as determined by the ASC
3. Clarksville ASC is an open meeting.

Section 2) Quorum

1. There must be a minimum of three (3) Elected Trusted Servants and $\frac{2}{3}$ of the GSRs (Group Service Representatives) based on the number of Home Groups currently active to conduct a quorum. For this area that number would be five (5) GSRs to hold a meeting.
2. If a quorum is not present thirty (30) minutes after the time set for the meeting to begin, the meeting will be adjourned until another agreed upon time and date is set.

Section 3) Participants

1. Elected Trusted Servants (ETS)
 - 1) The Area Service Committee elected trusted servants are the participants defined in these Guidelines.
 - 2) Elected trusted servants of the ASC may vote only if they represent a group as a GSR.

2. Attendance

- 1) All ETSs and alt ETSs must call, text or email the Chairperson or another ETS of their absence and of the person sent to represent their respective group.
- 2) It is the responsibility of the ETS who will be absent from the ASC meeting to find a willing participant to represent that respected commitment and provide ASC with the trusted servant's report associated with that commitment.
- 3) If the ETS misses more than three (3) ASC -meetings in a row, they then forfeit their position.

3. Group Representatives

- 1) Groups of the Clarksville Area will be represented by a Group Service Representative (GSR) or an Alternate Group Service Representative (Alt. GSR).
- 2) GSRs or Alt. GSRs may address the floor and may vote on all matters and motions before the ASC.
- 3) In the absence of both GSR and Alt. GSR, any Elected Trusted Servant of a group may represent his/her group. This Elected Trusted Servant may address the floor and may vote on all matters and motions before the ASC.
- 4) The duties of a GSR and Alt. GSR are as follows:
 - a) Each GSR and Alt. GSR must obtain a current copy of CASC Policy Guidelines.
 - b) Attend all meetings.
 - c) Reports CASC activities and decisions to their respective Home Groups.
 - d) Distribute literature to their respective Home Groups.
 - e) Reports to CASC their group's status to include a financial report.

4. New Groups

- 1) To join the CASC, the new group must show up to the ASC Meeting and request to be a part of the ASC. Upon the second time of attendance, the group will become a member of the ASC.
- 2) Once a part of ASC, they are able to request support from area in the form of a starter kit. The starter kit will be ordered by area when they request it (they get it the first time) and will be given to them at the next area meeting. The kit will have the following books: 1x Basic Text, 1x Just for Today, 1x How and Why, 1x Guiding Principles. Keychains: 3x multiple years in recovery, 3x 18 months, 3x 1 year, 5x 9 months, 5x 6 months, 5x 90 days, 10x 60 days, 10x 30 days, 10x welcome (this has a total value of \$104.89).

5. Observers
 - 1) Any Narcotics Anonymous member may attend the regular ASC meeting.
 - 2) Any Narcotics Anonymous member not defined as an Elected Trustee or Servant or GSR as described in Article 7 will be known as observers.
 - 3) Observers may address the floor and bring any matter or motion before the ASC.
 - 4) Observers may not vote on matters or motions brought before the ASC.

Article 5: Voting

1. Each group will receive one (1) vote.
2. Votes on regular business will be conducted at the ASC meeting.
3. Changes to the Bylaws or procedures must be taken back to Groups and voted on at the next ASC meeting.
4. A representative may cast only one (1) vote on any matter or motion before the ASC. Specifically, while an individual may, from time to time, represent more than one group in discussion, that person is allowed one (1) single vote before the ASC.
5. Voting will take place by the show of raising hands.
6. Any vote before the ASC, may be cast by a GSR for a "Yes," "No," or "Abstain" (decline to vote).
7. In the event of a tie, the motion will be decided by the ASC chair.
8. Amendments may be made by a majority vote of GSRs present.
9. The ASC may vote and adopt any special rules, as long as they comply with the Twelve Concepts & Traditions of Narcotics Anonymous.

Article 6: Special Meetings

- 1) A Special Meeting may be called by the Committee Chairperson if a written request from one or more participants of the ASC has been received.
 - a) Requests shall be vetted by at least three (3) Trusted Servants.
- 2) Such Special Meetings will be convened no less than ten (10) days after the submitted request.
- 3) The purpose of the Special Meeting will be stated in the request and no business other than which is stated may be conducted at the Special Meeting.

Article 7: Trusted Servants

- 1) The elected executive officers of the ASC will be the Chairperson, Vice Chairperson, Secretary, Treasurer, RCM (Regional Committee Member), and

Alternate RCM. The Chairpersons for the following subcommittees will also be elected by the ASC: Webmaster, H&I, PR, P&P, Activities, and Campout.

- 2) Trusted Servants may hold only one executive position at a time in the ASC.
- 3) The term for the Trusted Servants elected will be one year.
- 4) Elections will be determined as terms of service end or if a position becomes vacant.
- 5) Election Timetable Guidelines

September	<p>Call for nominations:</p> <ul style="list-style-type: none"> • Inform each home group that nominations will be held in October. • Nominees must be present at ASC meeting in October to be considered.
October	<p>Present nominations:</p> <ul style="list-style-type: none"> • Nominees must be present for interview and acceptance of nomination. • A list of nominees for each ETS position will then be provided to each home group for voting.
November	<p>Voting takes place:</p> <ul style="list-style-type: none"> • Each GSR brings their home group's nomination choices to the ASC meeting. • Voting takes place and the nominee accepts or declines.
December	<p>Transition:</p> <ul style="list-style-type: none"> • Incoming elected trusted servants will shadow the current officer or chairperson to learn the role. • Any necessary information should be shared at this time to ensure the success of the next year's ASC members. • Any position that was not filled in November will be voted on at this time.
January	<p>Begin Service:</p> <ul style="list-style-type: none"> • Newly elected trusted servants begin their service. • Any vacant ETS positions will be filled by repeating the process outlined above.

- 6) Nominations:

1. Any member of the ASC may nominate a qualified individual for an ASC position.
2. Any qualified individual may nominate him/herself.
3. Nominees must be present at elections. If an individual is not present to accept the position they have been nominated for, the position will then be re-opened for nominations.
4. When an individual is running unopposed, a simple majority is required for election.

5. When two or more individuals are running for the same position, the simple majority rule will apply.

A) Chairperson (clean time requirement 2 years)

It is the duty of the Chairperson to perform the following tasks:

1. Conduct the monthly meeting at the appointed time by calling the meeting to order,
2. Proceed with Roll Call.
3. Announce (in proper order) the Business that comes before the ASC.
4. State out and to vote on all questions that relate to the Chairperson and announce the results of each vote. If a motion that is not in order is made, rule it out of order.
5. Protect the ASC from frivolous motions by refusing to recognize them.
6. Maintain order with the ASC when appropriate.
7. Adjourn the meeting when the ASC makes the motion.
8. Arrange the agenda for the ASC.
9. Acknowledge and welcome all new GSRs.
10. The Chairperson will remain an impartial facilitator of the ASC.
11. Have their name and be a signatory on the ASC's bank accounts.

B) Vice Chairperson (clean time requirement 1 year)

It is the duty of the Vice Chair to:

1. In the absence of the Chairperson, the Vice Chairperson will conduct the ASC meeting and fulfill the Chairperson's responsibilities as needed.
2. Be responsible for the meeting minutes in the absence of the Secretary.
3. Ensure that all the area Groups, Home Groups and Subcommittees are fulfilling the primary purpose by following the 5th tradition.

C) Secretary (clean time requirement 1 year)

It is the duty of the Secretary to:

1. In the absence of the Chairperson and Vice Chairperson, call the ASC to order and preside.
2. Have on hand at all meetings, a copy of the guidelines and the last six (6) month's meeting minutes.
3. In cooperation with the Chair, prepare a Meeting Agenda prior to each meeting.
4. Distribute previous ASC meeting minutes for approval.
 - a) Perform the following duties pertaining to minutes of the monthly meeting.
 - i) Keep a record of all proceedings of the ASC.

- ii) Keep and update the ASC's official membership list.
- iii) Make the minutes and documentation available to GSRs upon request.
- iv) Include a list of groups represented and ASC Trusted Servants that attend the ASC meeting in the minutes, so the ASC is aware who is fulfilling their duties.
- b) When listing motions to be brought back to the groups by GSRs in the minutes, the motion will be presented exactly as written in the Motion form.

5. Archive record books in which Policy Guidelines and minutes are entered with any amendments to these documents properly recorded.
6. Notify participants of any special meetings of the ASC utilizing such methods of communication as agreed upon by the Chair.

D) Treasurer (clean time requirement 5 years)

It is the duty of the Treasurer to:

1. Be the custodian of the ASC's funds.
2. Be a valid signatory of the ASC's funds.
3. Update the list of valid signatories when new Trusted Servants are elected and ensure the bank has current signature cards for each valid signatories at all times.
4. Make a report of receipts and disbursements at each regular meeting and use the Treasurer's Booklet from www.na.org.
5. Make an exact monthly reconciliation of the ASC's accounts.
6. Make a monthly report of all the balances of the ASC's accounts.
7. Make a full financial report at the annual meeting to be reviewed by the ASC.
8. Distribute funds as necessary in accordance with ASC decisions when funds are available.
9. Two signatures are required on all checks written.
10. Ensure the ASC has a prudent reserve and the funds are accounted for.

E) Regional Committee Member (RCM): (clean time requirement 2 years)

It is the duty of the RCM to:

1. Serve as the core of the Regional Service Committee.
2. Keep their Area in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the Regional Committee, reports relevant to

subcommittee affairs, and important issues being discussed at various levels of service.

3. Be closely acquainted with the Twelve Traditions and Twelve Concepts.
4. Pass on the reports from Area to the Regional meeting.

F) Subcommittee ASC Chairs will be:

1. H&I
2. Public Relations
3. Policy & Procedures
4. Activities
5. Webmaster

Article 8: Subcommittee ASC Chairs Purpose/ Duties

1) H&I- Hospitals and institutions Subcommittees

Hospitals and institutions subcommittees conduct panels that carry the NA message to addicts who often have no other way of hearing our message. Treatment panels are conducted for patients at addiction treatment centers, mental health facilities, and therapeutic communities. Correctional panels are held for inmates at jails, prisons, and forensic hospitals.

2) PR- Public Relations

- A) The general mission of your area public relations subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. PR subcommittees become better developed, they often conduct public meetings for community members, distribute public service announcements to local radio and television stations, and respond to public media inquiries.
- B) The PR subcommittee also performs outreach services. It serves as the outstretched hand of an established NA community to isolated groups and addicts, particularly in large rural areas. By phone, by mail, and by car, they make sure that no group and no addict has to go through it alone if at all possible. The subcommittee helps keep geographically isolated groups and addicts in touch with the mainstream of the NA Fellowship.
- C) The PR subcommittee maintains a telephone information service for Narcotics Anonymous that helps addicts and others in the community find us easily and quickly. Phone line volunteers often serve as the first point

of contact between the community-at-large and the NA Fellowship. For this reason, it is vital that careful attention be paid to this work.

3) Policy and procedures

- A) Maintain and amend the Policy & Procedures Handbook.
- B) Review and monitor the policies of CASC in adherence with the current CASC P&P document.
- C) Ensure all changes agreed by ASC are carried out and the amendments made in a timely manner.
- D) Ensure all policies and procedures of ASC are conducted within guidelines.
- E) Attend monthly ASC meetings and act as arbitrator on any issues where necessary.
- F) Manage queries received by GSRs and Officers of ASC and respond in a timely manner.
- G) Perform research for current best practice policies and procedures of other relevant NA committees and suggest changes to ASC.
- H) Report and suggest to the ASC amendments to policies & procedures as a result of research, in line with best current practice or current NA changes.
- I) Maintain records of all actions agreed.

4) Activities

Dances, picnics, campouts, special speaker meetings—these events are put on by area activities subcommittees. Activities like these can provide a greater sense of community for the local NA Fellowship and produce additional area income. It should always be kept in mind, however, that these functions are designed to enhance NA's primary purpose, not to replace group contributions in funding area services.

5) Webmaster

- 1) To provide communication and resources in the area
- 2) To post a current meeting schedule for the area
- 3) To post information benefiting our area
- 4) To provide links to Region and World

Article 9: Vacancy of Position

1. Resignation: an elected ASC Trusted Servant may resign by providing written notice to the ASC Chair at least one month in advance of the next regular meeting of the ASC.
 - A) Nominations of a position vacated by resignation will be held at the ASC meeting immediately following the receipt of the Trusted Servants written notice of resignation. Also, any new nominations will be heard, and elections will take place.
2. Removal: an elected Trusted Servant of the ASC may be ~~from~~ removed from his/her position for non-compliance.
 - A) Non-compliance includes, but is not limited to:
 1. Loss of clean time
 2. Absence from two (2) consecutive regular meetings of the ASC without prior notification to a Trusted Servant.
 3. In the event that an elected Trusted Servant is absent from two (2) regular ASC meetings without prior notification to a Trusted Servant, a notice of intent to fill a potential vacancy will be printed in the minutes after the ASC meeting.
 4. Assumption of duties: ASC Trusted Servants elected to fill a vacancy will assume the duties of the position immediately upon election.

ASC Committee Positions, Suggested Clean Time & Length of Commitment

Position	Clean Time	Commitment
Chairperson*	2yrs	1yr
Alt Chairperson	1yr	1yr
Vice Chairperson*	1yr	1yr
Alt Vice Chairperson	1yr	1yr
Treasurer*	5yr	1yr
Alt Treasurer	4yr	1yr
Secretary*	1yr	1yr
Alt Secretary	1yr	1yr
RCM*	2yr	1yr
Alt RCM	1yr	2yr
Public Relations	1yr	1yr
Alt Public Relations	1yr	1yr
H&I	1yr	1yr
Alt H&I	1yr	1yr
Activities	1yr	1yr
Alt Activities	1yr	1yr
Webmaster	1yr	1yr
Alt Webmaster	1yr	1yr
Policy & Procedures	1yr	1yr
Alt Policy & Procedures	1yr	1yr

AREA H&I SUBCOMMITTEE GUIDELINES

Definition and Purpose

The H&I subcommittee of the Clarksville Area Service Committee is a group of men and women, members of Narcotics Anonymous, who believe in the concept: "TO ASSURE THAT NO ADDICT IN A HOSPITAL OR INSTITUTION SEEKING RECOVERY NEED DIE WITHOUT HAVING HAD A CHANCE TO FIND A BETTER WAY OF LIFE. FROM THIS DAY FORWARD MAY WE PROVIDE THE NECESSARY SERVICES."

This concept should always be our primary concern. This will insure that when an addict who is housed in a correctional facility, hospital, or recovery house reaches out for recovery, Narcotics Anonymous will be there. This committee is a subcommittee of the Clarksville Area Service Committee and is directly responsible to that committee.

Functions of the H&I subcommittee

- A. To carry the message and disburse literature to all facilities through our H&I panels.
- B. To conduct a monthly business meeting.

Officers

A service board of officers shall consist of a chairperson, a vice chairperson, and secretary. Any subcommittee officer or member who relapses will automatically be removed from the subcommittee. Any subcommittee officer is removed after missing two monthly H&I subcommittee meetings. In the case of resignation, the vice chairperson shall automatically assume the position of chairperson until the ASC elects a chairperson. If the vice chairperson cannot or will not assume the position, the area vice chairperson will act as H&I chairperson until the ASC fills the position. In the event of resignation by the secretary, the position

shall be held open for a period of one month or until a willing member from the fellowship is found to serve in the position.

Qualifications and Duties of Officers

A. It is suggested that the chairperson have one (1) year clean time, plus a minimum of six (6) months activity in H&I work. The chairperson will be elected by the ASC at its annual meeting in (month) for a term of one year in accordance with their guidelines. Responsibilities include:

1. Bring before the general meeting of the subcommittee matters that should be acted upon by the subcommittee.
2. Carry out policies and orders for the subcommittee.
3. Attend area service committee meetings.
4. Attend regional H&I subcommittee meetings

B. Vice chairperson should have at least one (1) year clean time and six (6) months experience in H&I work. Responsibilities include:

1. Assume the responsibilities of the chairperson in the event of the chair's absence.
2. Help coordinate H&I meetings/presentations by acting as panel coordinator.
3. Ensure that all panel leaders have adequate literature for their meetings by acting as literature distributor.

C. Secretary should have at least one (1) year clean time. Responsibilities include:

1. Record minutes of all subcommittee meetings.
2. Copy and distribute those minutes.
3. Keep records of all subcommittee members, including addresses and telephone numbers.
4. Keep copies of all hospital; institutional; and recovery-house guidelines, rules, and regulations.

D. H&I panel leader should have at least one (1) year clean time and six (6) months activity in H&I work. Responsibilities include:

1. Invite panel members to the H&I meeting/presentation and, in general, do all the things necessary to conduct the meeting.
2. Communicate regularly with the panel coordinator (vice chairperson) informing him/her of any problems with the meeting/presentation.
3. Make a report on the H&I meeting to the H&I subcommittee at each subcommittee meeting.
4. Obtain any supplies that are running low for the meeting/presentation (i.e., literature, copies of Reaching Out, etc.).

E. H&I panel members should have at least six (6) months clean time and a willingness to serve. He or she shall be qualified and assigned by the H&I subcommittee and be cleared by the facilities whenever necessary. H&I panel members are required to:

1. Be familiar with the H&I meeting/presentation format.
2. Be familiar with subcommittee and facility rules.
3. Be able to share a message of recovery in Narcotics Anonymous.
4. Activity Working or have worked A 12 step program with A sponsor

IN ORDER TO QUALIFY FOR ANY OF THE ABOVE OFFICES, H&I MEMBERS SHALL COME TO THE H&I MEETING AND INFORM THE SUBCOMMITTEE OF THEIR DESIRE TO SERVE.

Requirements and locations H&I are present

- A. Buffalo Valley (women)
 - a. At 4 months can observe quietly at meetings. At 6 months clean can share in meetings. At 1 year clean can chair the meetings.
 - b. All members that attend must have mentioned above clean time as well as actively working the 12 steps of NA with a NA sponsor. Attends NA meetings regularly.
- B. Buffalo Valley (Men)
 - a. At 4 months can observe quietly at meetings. At 6 months clean can share in meetings. At 1 year clean can chair the meetings.

- b. All members that attend must have mentioned above clean time as well as actively working the 12 steps of NA with a NA sponsor. Attends NA meetings regularly.
- C. Safe Harbor (Men)
 - a. 6 months clean, actively working the NA steps with a NA sponsor. Attends meetings regularly.
- D. Jail (Men and Women)
 - a. Must be working the steps with a NA sponsor and attend meetings regularly. Must pass a background check at the jail, and attend training on specified times set by jail. Must be out of jail for a minimum of 1 year before participating. Must be clean for a minimum of 1 year.

AREA POLICY AND PROCEDURE GUIDELINES

WITH GRATITUDE IN OUR RECOVERY, WE DEDICATE THESE GUIDELINES TO
THE LOVING SERVICE OF OUR HIGHER POWER.

"THAT THROUGH THE DEVELOPMENT OF A CONSCIOUS CONTACT WITH GOD,
NO ADDICT SEEKING RECOVERY NEED DIE WITHOUT A CHANCE TO FIND A
BETTER WAY OF LIFE." - Basic Text 6th Edition page xxiii

Definition and Purpose

The policy and procedure subcommittee of the Clarksville Area Service Committee is to provide input and information for the group conscience process of the Area in the understanding and application of the 12 traditions and 12 concepts of NA. To provide the Area with past actions and recommendations for new procedures when appropriate. To be supportive of the Area as a whole.

Functions of Policy and procedure subcommittee

- A. P&P shall meet monthly, with the chairperson authorized to call emergency meetings when necessary.
- B. Minutes shall be recorded and a report given at next meeting.
- C. When the Area or a concerned member makes a request, this sub-committee shall collect and analyze data regarding procedures in the past. This data will be analyzed and compiled with the objective of providing information regarding the past policies and procedures. Changes or modifications which could improve the procedure will be recommended by P&P. These recommendations will be presented to the Area and acted upon according to the group conscience of the Area as a whole.
- D. When requested by the Area, the P&P Sub-committee will collect and analyze data regarding issues of concern where no past procedure has been developed. Input may be gathered from all resources available, including other regions, NA members and service committees throughout NA. The sub-committee will then develop and recommend further study or a new procedure as seems appropriate

- E. The P&P Sub-committee shall provide updated pages for the P&P manual no later than 2 ASC meetings following the policy change/new policy being approved by the Area.
- F. The sub-committee, through the consent of the Area, conducts workshops, orientations, and learning days on P&P topics to ensure unity and to make available information to those that request it within the area.
- G. P&P manuals will be emailed with each approved change to Executive Committee members, Sub-committees, and Home groups.
- H. A member of P&P will be present at each Area meeting to help with questions and concerns brought up during discussion.

P&P meeting agenda

1. Serenity Prayer
2. Twelve Concepts
3. Take Attendance
4. Read & approve the minutes from the previous meeting
5. Chairperson's Report
6. Old Business
7. New Business
8. Establish next meeting time and place
9. Close with the 3rd Step Prayer

P&P sub-committee membership

Membership is open to all concerned NA members in the community. Any NA member may enter the discussion and provide input.

P&P sub-committee trusted servants

The officers of P&P shall be as follows:

- A. P & P Chairperson, elected annually by the Area.
- B. Vice-chair and Secretary shall be elected from within the sub-committee membership.
- C. The Chairperson shall have one (1) year consecutive clean time

P & P Chairperson Responsibilities include

1. Facilitating regular meetings
2. Attending CASA area meetings
3. Must be familiar with Area policy to advise the Executive Committee of policy and procedure violations
4. Handles P&P budget and maintains organization of all receipts

P&P Vice chair Responsibilities Include

1. Have 6 months consecutive clean time
2. Shall help the chairperson carry out the above-mentioned responsibilities
3. Will sit in for the chairperson at Areas when the Chairperson is absent.

P&P Secretary Responsibilities Include

1. Must have 6 months clean time
2. Take minutes at each meeting and give them to the chairperson prior to the next ASC meeting
3. Keep a written record of all policy change motions for the purpose of updating the manual

Additional duties may be outlined and described in these guidelines or by further recommendations to them.

Clarksville Area of Narcotics Anonymous – Activities Sub-committee

Purpose:

1. To work with this Area to facilitate functions and fundraisers.
2. To bring unity to this Area and have fun in accordance with the 12 Traditions and 12 Concepts of NA.

Duties:

1. Informs the Area of any activities that are scheduled.
2. Establishes a budget for all activities.
3. Coordinates timing of all events, avoiding conflict with any Area or Regional functions by keeping in contact with those subcommittees' chairpersons.
4. Submits a report to every ASC, which includes ideas, progress, and results as well as a financial statement listing expenses and incomes.

Trusted Servant Guidelines

Chairperson:

1. Must have a minimum of one (1) years clean time.
2. Must have a minimum of six (6) months prior experience in a subcommittee of the Area.
3. Must be voted in by the Area.
4. Must have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
5. Must have a willingness to serve.

Responsibilities of the Activities Chairperson:

1. Serves as a link between the Area and the Activities Subcommittee.
2. Chairs the Activities Subcommittee meeting and keeps the format running by following the meeting agenda (included with these guidelines).
3. Turns in the Activities report each month at Area containing any new business or functions being discussed and a financial report.
4. Takes responsibility for requesting and receiving the Subcommittee's seed money when needed, as well as promptly turning over any remaining seed money and any profits to the Area's Treasurer, in the form of a check or money order, along with all original receipts of those expenses.
5. Makes certain that the funds received from the Area are well-budgeted and not misappropriated.
6. Reports to the Activities Subcommittee any information on upcoming events at the Area or Regional level.

Activities Vice-Chair:

1. Must have a minimum of six (6) months clean time.
2. Must be voted in by the Activities Subcommittee.
3. Must have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
4. Must have a willingness to serve.

Responsibilities of the Vice-Chair:

1. Fulfils the duties and responsibilities of the Chairperson when Chairperson is unavailable.
2. Assists the Chairperson in coordinating functions.

Activities Secretary:

1. Must have 6 months clean time
2. Must be voted in by Activities Subcommittee.
3. Demonstrates good communication skills and can accurately take minutes (notes).
4. Must have a working knowledge of the Twelve Steps and Twelve Traditions.
5. Must have a willingness to serve.

Responsibilities of the Activities Secretary:

1. Helps gather all the information the Chairperson will need to make their monthly report to Area.
2. Keeps an accurate account of all business discussed at the subcommittee meetings.
3. Maintains an accurate phone list of all subcommittee members.
4. Contacts subcommittee members when meeting times or locations change.

Activities Subcommittee Members:

1. Any concerned member of Narcotics Anonymous may attend Activities Subcommittee meetings.

2. Voting status is established by attendance of two (2) consecutive meetings.
3. Missing two (2) consecutive meetings will result in the loss of their voting status. This does not apply toward emergency meetings.
4. Help to coordinate functions and fundraisers.
5. Provides a voice for group conscience.
6. Promote and suggest ideas, comments, and input for these events.
7. Help out during these events.
8. Help motivate members to be accountable and responsible for their service commitments, as well as encourages others to get more involved with events.
9. Must have a minimum of one (1) year clean time in order to help with financial collection and matters at these events.

Guidelines for Activities Functions and Fundraisers

1. Must follow this subcommittee's purpose when planning and putting on events.
2. Must make sure that the funds needed for the events are within the Area's budget.
3. Must properly plan the event, while keeping the Area informed.
4. Try to make sure that flyers for the events are available and distributed throughout this Area and Region at least one (1) month prior to the event, in order to receive substantial support.
5. Make sure that our Area Helpline is informed of all upcoming events so they can add them to the automated phone system and web page.

6. Make sure there is at least one (1) contact number on the flyers in case of confusion.
7. Make sure that whenever a facility is used, the agreed-upon rent gets paid or donation is made.

At the Activities Functions

1. Have a list of volunteers to help out at the meeting prior to the function.
2. Try to rotate the volunteers.
3. Have two (2) people to work the door (collecting money).
4. Have two (2) people to work refreshments when needed.
5. Make sure that those handling money have a minimum of one (1) year clean time.
6. Make sure that there are receipts for all monetary transactions, insuring an accurate account of all finances.
7. Make sure that the Chairperson collects all money throughout the function (when needed) and leaves with all money.

Meeting Agenda

1. Serenity Prayer
2. Take attendance, get phone numbers, pass out copies of guidelines if needed
3. Read and approve the minutes from the previous meeting
4. Chairperson's report:
 - a. Discussion
 - b. Motion to accept
5. Vice-Chair's report:

- a. Discussion
- b. Motion to accept
- 6. Old business
- 7. New business
- 8. Establish next meeting time
- 9. Close with the Serenity Prayer / 12th Tradition