

Guidelines for the Activities Subcommittee of the NASU Area

I. Definition and Purpose of the Subcommittee

The NASU Area Entertainment Subcommittee is a subcommittee of the ASC whose primary purpose is to carry the message of NA and is dedicated in organizing entertainment events for Narcotics Anonymous of Southern Utah. All funds generated through this Subcommittee belong to the NASU ASC body. As a subcommittee of the NASU ASC we shall maintain effective communication and cooperation with the the ASC. Subcommittee meetings are open to all members of the NA fellowship. In all its proceedings this Subcommittee shall adhere to the Twelve Traditions, Twelve Concepts of service of NA and the resources of "A Guide to Local Services".

II. Duties of the Subcommittee:

- A) Hold regularly scheduled monthly meetings.
- B) Communicates and disburses all information to and from volunteers.
- C) Distributes Activities flyers to all groups via NASU Area ASC meetings.
- D) Provides representation and participation in the NASU Area ASC.
- E) Coordinates the development of new events at the area level.
- F) Elects and or appoints members to fulfill the needs of the Subcommittee.
- G) Provides functions throughout the fiscal year to create unity within our fellowship. each event to have a meeting
- H) Carries the NA message to the addict that still suffers.
- I) Maintains an archive of all minutes.
- J) Provide an estimated budget to the NASU ASC body.
- K) To work in conjunction with all other area committees when planning events, in order for events in the area do not conflict.

III. Structure of elected positions:

The elected positions of the Subcommittee shall consist of a Chairperson, Vice Chairperson, and Secretary. The Subcommittee elects all positions, with the exception of the Chairperson, who is elected by the NASU Area ASC. If an elected committee member becomes unable to follow through with the duties of that position, a successor shall be voted on by the and approved by the Subcommittee. Should the Chairperson be unable to fulfill their duties of that position, the Vice-Chairperson will automatically assume the position of the Chairperson until the next NASU Area ASC meeting where a new Chairperson will be elected or approved, until filled.

IV. Definition of a member of the Subcommittee:

A member is defined as an NA member who is present at the Subcommittee's meeting and identifies himself or herself as a member of the Subcommittee.

V. Qualifications and Duties of Elected Committee Members:

A. Chairperson:

Elected by the NASU Area ASC and shall fulfill the NASU Area requirements of a Subcommittee Chairperson.

These responsibilities include:

2 year clean time requirement, Must have working knowledge of the 12 Steps and 12 Traditions.

1. Attend and provides written reports of all the monthly activities at each NASU Area ASC meetings.
2. Announces and holds regularly scheduled Subcommittee meetings.
3. Prepares an agenda for and maintains order at each meeting.
4. To get members involved.
5. Setup and chair the committee meetings.
6. Maintain this committees supplies in the storage unit.

B. Vice-Chairperson:

Elected by the Subcommittee. Suggested clean time of 1 year. Must have working knowledge of the 12 Steps and 12 Traditions.

Responsibility to the Subcommittee includes:

1. Assumes the duties of the Chairperson in the case of Chairperson's absence.
2. If the office of the Chairperson should become vacant, The Vice-Chairperson assumes the duties until a Chairperson is elected or appointed by the NASU ASC.
3. Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
4. Attends individual group consciences where applicable (ie: when a group will host an event).

C. Secretary:

Suggested clean time requirements of 6 months.

Responsibilities to the Subcommittee include:

1. Records minutes of all meetings of the Subcommittee.
2. Reading of the minutes of the last Subcommittee meeting.
3. Keeps current records of all Subcommittee members including phone numbers and em addresses.
4. Keeps records of all venues used for events.
5. Sends out meeting minutes to all committee members.

VI. Voting Participants and Procedures

Those addicts who have been defined as members of this Subcommittee are eligible t vote on matters concerning activities work within the NASU ASC. A simple majority vote shall decide all voting matters.