



**THE LAUREL MT. HIGHLANDS AREA OF NARCOTICS ANONYMOUS
ACTIVITIES/FUNDRAISER SUB-COMMITTEE GUIDELINES**

(APPROVED 3-18-06)

I. NAME

The name of this Sub-Committee shall be as follows:

“Laurel Mt. Highlands Area of Narcotics Anonymous Activities/Fundraiser sub-committee”

II. PURPOSE

To put on Area activities and fundraisers, and by so doing, provide a greater sense of unity & community for the local NA fellowship and produce additional area income. Activities are to enhance NA’s primary purpose not to replace group contributions in funding Area Service.

III. SUB-COMMITTEE MONTHLY SERVICE MEETING:

This sub-committee will meet regularly on the third Saturday of each month prior to or at the same locations as the monthly L.M.H.A.N.A. service meeting and shall last no longer than one hour, unless voted by this sub-committee to extend the meeting.

IV. FUNDING:

This Activities/Fundraiser sub-committee will maintain a budget in accordance with L.M.H.A.N.A. guidelines

V. AMENDING GUIDELINES:

These guidelines may be amended by L.M.H.A.N.A. by 2/3-majority vote and are subject to approval by the L.M.H.A.N.A. Service Committee.

VI. VOTING:

Each Activities/Fundraiser sub-committee member has the equal right of input and vote in the sub-committee, with the exception of the Chairperson, who carries a vote only in case of a tie.

VII. ACTIVITIES/FUNDRAISER MEMBERSHIP:

Any member of LMHANA may become a member of this sub-committee after fulfilling the suggested requirements as set forth in these Activities/Fundraiser sub-committee guidelines. Membership of this Activities/Fundraiser sub-committee should be defined but not limited to: Chairperson, Vice Chairperson, Secretary, Treasurer, Concessions Chair, Activity/Fundraiser Member.

VIII. GENERAL QUALIFICATIONS, DUTIES AND RESPONSIBILITIES:

The general qualifications, duties and responsibilities for any member of the L.M.H.A.N.A. Activities/Fundraiser sub-committee who wishes to participate in a Trusted Servants position shall be as follows:

- 1. Have sufficient clean time to qualify under the guidelines of this Activities/Fundraiser sub-committee.**
2. Trusted Servants shall attend the monthly Activities/Fundraiser sub-committee meeting, two absences constitute an automatic resignation of their commitment. The trusted servant may send a member from their commitment to the sub-committee to cover their absence. This would not constitute an absence.
3. All members of the L.M.H.A.N.A. Activities/Fundraiser sub-committee shall have a Narcotics Anonymous Home Group, attend NA meetings regularly & have a sponsor.
4. Under the Activities/fundraiser Chair and Vice Chair’s coordination all members of the L.M.H.A.N.A. Activities/Fundraiser sub-committee shall share the responsibility of unfilled positions as voted and assigned by this sub-committee by a group conscience.
One year of clean time is required to handle money for LMHANA trusted servants & sub-committees.
5. As time permits, all events shall have a Speaker meeting before the event & carry a Clear NA message of recovery.
6. If this activities sub committee is planning an event at a LMHANA home groups facility it must ask permission of that home group first before it obtains permission from the facility, and shall stress that the sub-committee is separate from the home group and serves them as an area service.

IX. ELECTIONS OF TRUSTED SERVANTS:

Trusted Servants of the Activities/Fundraiser sub-committee shall be elected each year in January to fill the following positions Vice Chairperson, Secretary, Treasurer, Concessions Chair, Activity/Fundraiser Member. Regardless of when Activities/Fundraiser sub-committee Trusted Servants are elected, all positions are open to nomination in January. The Activities/Fundraiser Chairperson, who is elected by L.M.H.A.N.A. in November with a transitional period in December and full responsibilities in January, is subject to L.M.H.A.N.A. guidelines. No Activities/Fundraiser sub-committee Trusted Servant shall be eligible to serve more than two terms consecutively in the same position.

X. REMOVAL OF TRUSTED SERVANTS:

Any Activities/Fundraiser sub-committee Trusted Servant may be removed from office by a 2/3-majority vote of this sub-committee except for the Chairperson, who can only be removed by the LMHANA ASC.

1. **Relapse constitutes Automatic removal from this Activities/Fundraiser sub-committee.**
2. Non-fulfillment of duties of their position.
3. Non-attendance at Area Activities without prior notification.
4. Absence from 2 (two) Activities/Fundraiser sub-committee Meetings in their service year
5. Misappropriation of funds.

XI. LMHANA ACTIVITIES/FUNDRAISER SUB-COMMITTEE TRUSTED SERVANTS

A. ACTIVITIES/FUNDRAISER CHAIRPERSON

Elected by majority vote from the LMHANA Service Committee for a one year term, in accordance with, and accountable to LMHANA policy and guidelines and is directly responsible to those they serve, the NA groups of LMHANA.

Qualifications:

1. Minimum of One (1) year of continuous abstinence.
2. Suggested six months of previous involvement in Activities
3. A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Narcotics Anonymous.
4. A working knowledge of the LMHANA Activities Guidelines and NAWS Activities Handbooks.
5. The ability to organize, coordinate and serve this Activities subcommittee.
6. Willingness and desire to give the time & resources necessary to conduct the business of this Activities subcommittee.

DUTIES:

1. Coordinate all LMHANA Activities sub-committee business and generate enthusiasm for projects planned by this Activities subcommittee.
2. Prepare the monthly agenda, bringing before the subcommittee matters they should act upon.
3. Make regular monthly reports to LMHANA on the status of Area Activities projects.
4. Maintain Activities sub-committee archives that are to be given to the next Activities Chairperson.
5. Report monthly at the ASC all Activities incomes and expenditures to LMHANA and this Activities sub-committee and validate by receipts.
6. Must submit any pending contracts or written agreements for review and approval by LMHANA.
7. Shall be present at all Activities sub-committee meetings, events and functions unless excused absence is arranged with LMHANA.
8. During an activity, the Activities Chairperson or Treasurer and another Area Trusted Servant with at least One Year clean must count and record all monies collected at the end of the activity. Those accounting figures must be signed by the Activities Chairperson or Treasurer and another Trusted Servant, and a report given at the next meeting of the LMHANA ASC.

ACTIVITIES/FUNDRAISER CHAIRPERSON CONTINUED:

9. The Activities Chair or Treasurer shall, immediately following any activities event, and accompanied by another Trusted Servant, deposit all monies collected to the Area bank account. This shall be accomplished by getting a deposit slip from the LMHANA Treasurer prior to the event.
10. All funding of the Activities Committee will be handled by the Area Treasury
11. All funding requested of the LMHANA Treasury will be preceded by a written budget report defining the use of the funds.
12. All Activities Committee business with the Treasury must be conducted during the regular LMHANA Area service meeting.
13. Activities Committee Chairperson will present to the Area Treasurer any and all receipts for monies previously

dispersed to him/her by the Treasurer. This will be done at the following LMHANA ASC and will total the entire amount of such disbursements.

14. Help the Vice Chair perform any and all of the duties of the Activities/Fundraiser sub-committee trusted servants positions that are vacant.
15. No Activities/Fundraiser committee member shall take independent action without the direction of this Activities/Fundraiser sub-committee. (group conscience)
16. **HAVE FUN !**

B. ACTIVITIES/FUNDRAISER VICE CHAIRPERSON

Elected by a majority of this Anonymous Activities/Fundraiser sub-committee for a one (1) year term.

QUALIFICATIONS:

1. Suggested minimum of One (1) Year of continuous abstinence.
2. Suggested Six months of previous involvement in NA service.
3. A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Narcotics Anonymous.
4. A working knowledge of the L.M.H.A.N.A. Activities/Fundraiser sub-committee Guidelines
5. Willingness and desire to give the time & resources necessary to serve this sub-committee.

DUTIES:

1. Performs any and all of the duties of the Activities/Fundraiser sub-committee trusted servants positions that are vacant, with the help of the chair.
2. To work closely with the Activities/Fundraiser Chairperson and assist this sub-committee in anyway possible.
3. In the absence of the Activities/Fundraiser Chair, chair the sub-committee meetings.
4. Shall be present at all Activities sub-committee meetings, events and functions unless excused absence is arranged with LMHANA.
5. In the event of the inability of the Activities/Fundraise Chair to perform or upon the resignation of the Activities/Fundraiser Chair, will receive an automatic nomination for Activities/Fundraiser Chair in accordance with the LMHANA Guidelines.
6. Coordinates and works with all Activities/Fundraiser sub-committee Members to assure Unity and insure completion of projects.
7. Insures Flyers of each event are distributed one (1) month in advance to all LMHANA Groups and other area's of the Tri-state region.
8. Learns the Duties of the Activities Fundraiser Chairperson for the automatic nomination for Activities Fundraiser Chairperson when the current chair term is over.
9. No Activities/Fundraiser committee member shall take independent action without the direction of this Activities/Fundraiser sub-committee. (group conscience)

10. HAVE FUN !

C. Activities/Fundraiser Secretary

Elected by a majority of this Anonymous Activities/Fundraiser sub-committee for a one (1) year term.

QUALIFICATIONS:

1. Suggested minimum of Six (6) Months of continuous abstinence.
2. A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Narcotics Anonymous.
3. A working knowledge of the L.M.H.A.N.A. Activities/Fundraiser sub-committee Guidelines
4. Willingness and desire to give the time & resources necessary to serve this sub-committee.

DUTIES:

1. Record activities/fundraiser sub-committee meetings and read previous meeting minutes at the start of each meeting.
2. Be present at all Activities/Fundraiser sub-committee meetings, events and functions except when excused.
3. Keep an attendance sheet of all attendees at each Activities/Fundraiser sub-committee meeting.
4. Establish and maintain the committee phone list and provides them to all sub-committee members.
5. Keep records of all venues used for events to include rules and regulations, price, and contract information.

6. Help Vice Chairperson with copies and distribution of event flyers, distributed one (1) month in advance to all LMHANA Groups and other area's of the Tri-state Region.
7. No Activities/Fundraiser committee member shall take independent action without the direction of this Activities/Fundraiser sub-committee. (group conscience)
8. Provide each member of this sub-committee with a copy of these guidelines.
9. **HAVE FUN !**

D. ACTIVITIES/FUNDRAISER TREASURER:

Elected by a majority of this Anonymous Activities/Fundraiser sub-committee for a one (1) year term.

QUALIFICATIONS:

1. Minimum of One (1) Year of continuous abstinence.
2. Suggested Six Months of previous involvement in Activities:
3. A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Narcotics Anonymous.
4. A working knowledge of the LMHANA Activities Guidelines and NAWS Activities Handbooks.
5. The ability of basic math skills and to be trusted to handle large sums of money.
6. Willingness and desire to give the time & resources necessary to this Activities/Fundraiser sub-committee.

DUTIES:

1. Maintain a simple set of accounting records/books for the sub-committee and give a monthly report to the sub-committee, using the following formula:
 - a. Activities current balance.
 - b. Itemized event incomes.
 - c. Itemized event expenses.
 - d. Ending balance.
2. Give the above report to the Activities Chair for his report to LMHANA each month
3. In conjunction with the Activities Chair count and record all monies at Activities/Fundraiser events.
4. Reconcile the balance sheet of funds for each event using the above a-b-c-d formula in line 1.
5. Shall immediately following any activities event, and accompanied by the Chair or another Trusted Servant, deposit all monies collected to the Area bank account. This shall be accomplished by getting an Area deposit slip from the LMHANA Treasurer prior to the event.
6. Help collect and or provide all receipts to Chairperson for financial report to LMHANA ASC.

ACTIVITIES/FUNDRAISER TREASURER CONTINUED:

7. Be present at all Activities/Fundraiser sub-committee meetings, events and functions except when excused.
8. No Activities/Fundraiser committee member shall take independent action without the direction of this Activities/Fundraiser sub-committee. (group conscience)
9. **HAVE FUN !**

E. ACTIVITIES/FUNDRAISER CONCESSIONS CHAIRPERSON:

Elected by a majority of this Anonymous Activities/Fundraiser sub-committee for a one (1) year term.

QUALIFICATIONS:

1. Minimum of One (1) Year of continuous abstinence.
2. Suggested Six months of previous involvement in Activities:
3. A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Narcotics Anonymous.
4. A working knowledge of the LMHANA Activities Guidelines and NAWS Activities Handbooks.
5. The ability of basic math skills and to be trusted to handle money.
6. Willingness and desire to give the time & resources necessary to this Activities subcommittee.

DUTIES:

1. Purchase, at the most cost effective way, refreshments and food items to be sold at each event.
2. Before purchasing items for each event make a realistic estimate, with the help activities sub-committee, of the number of people actually going to attend. Always being conservative in those estimates and basing those estimates on past event turnouts.
3. All purchases by the Concessions Chair will be voted on by the activities sub-committee.
4. All items and/or expenses obtained without a group conscience of the sub-committee, will not be reimbursed by this sub-committee or LMHANA.

5. All monies & receipts will be turned over to the Activities Chair or Treasurer after each event for final event tabulation and deposit.
6. No Activities/Fundraiser committee member shall take independent action without the direction of this Activities/Fundraiser sub-committee. (group conscience)
7. **HAVE FUN!**

F. ACTIVITIES/FUNDRAISER ENTERTAINMENT CHAIR:

Elected by a majority of this Anonymous Activities/Fundraiser sub-committee for a one (1) year term.

QUALIFICATIONS:

1. Suggested minimum of six (9) months of continuous abstinence.
2. A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Narcotics Anonymous.
3. A working knowledge of the L.M.H.A.N.A. Activities/Fundraiser sub-committee Guidelines
4. Willingness and desire to give the time & resources necessary to serve this sub-committee

DUTIES:

1. Solicit and acquire three (3) bids for entertainment and present them for approval, through the Chair, to LMHANA.
2. The type and or style of entertainment shall be voted on by this sub-committee.
3. No Activities/Fundraiser committee member shall take independent action without the direction of this Activities/Fundraiser sub-committee. (group conscience)
4. Any expenses obtained without a group conscience of the sub-committee, will not be reimbursed by this sub-committee or LMHANA.
5. HAVE FUN!

F. ACTIVITIES/FUNDRAISER MEMBER:

Elected by a majority of this Anonymous Activities/Fundraiser sub-committee for a one (1) year term.

QUALIFICATIONS:

1. Suggested minimum of Three (3) months of continuous abstinence.
2. A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Narcotics Anonymous.
3. A working knowledge of the L.M.H.A.N.A. Activities/Fundraiser sub-committee Guidelines
4. Willingness and desire to give the time & resources necessary to serve this sub-committee

DUTIES:

1. Shall take an active roll in the Activities/Fundraiser sub-committee by helping & supporting any or all sub- committee Chairs with duties and responsibilities as voted and assigned by this sub-committee.
2. No Activities/Fundraiser committee member shall take independent action without the direction of this Activities/Fundraiser sub-committee. (group conscience)
3. **HAVE FUN !**