

*(Proposed)*

# Central Westmoreland Area of Narcotics Anonymous Activities Subcommittee Guidelines

Updated: March 2025

## NA Service Prayer

“God grant us the knowledge that we may work according to your great divine precepts. Install in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness, that no addict anywhere need die from the horrors of addiction.”

### **Article I. Name**

The name of this subcommittee shall be Central Westmoreland Area of Narcotics Anonymous Activities Subcommittee, herein referred to as C.W.A.N.A Activities Subcommittee.

### **Article II. Purpose**

The purpose of C.W.A.N.A. Activities Subcommittee shall be to encourage fellowship, unity and promote our primary purpose by providing an atmosphere of recovery and fun through scheduled activities.

### **Article III. Responsibilities and Accountability**

- **Section 1.** C.W.A.N.A Activities Subcommittee is directly responsible to the Central Westmoreland Area of Narcotics Anonymous Area Service Committee, herein referred to as C.W.A.N.A. Area Service.
- **Section 2.** The chair, or appointed responsible member in the case of the chair's necessary absence, must be present for C.W.A.N.A Area Service each month to provide a report of events.

### **Article IV. Spiritual Guidance**

C.W.A.N.A. Activities Subcommittee will adhere to the following Narcotics Anonymous Literature and Guiding Principle Documents:

- **Section 1.** The 12 Traditions of Narcotics Anonymous.
  - The fifth tradition should always be kept in mind as the subcommittee carries out its responsibilities. Our primary purpose as a fellowship is to carry the message to the addicts who still suffer. This tradition should influence all decisions and actions carried out by the C.W.A.N.A Activities Subcommittee.
- **Section 2.** The 12 Concepts of Narcotics Anonymous.
- **Section 3.** The current publication of these guidelines.
- **Section 4.** A Guide to Local Service in Narcotics Anonymous
- **Section 5.** Current publications of all pertinent N.A. approved literature and handbooks.

#### **Article V. Duties**

- **Section 1.** We will hold a minimum of four (4) events within the fiscal year, as defined by the chair's elected term.
- **Section 2.** We will provide support for group hosted activities when that group has requested support from the C.W.A.N.A. Activities Subcommittee.

#### **Article VI. Meetings and Membership**

- **Section 1.** The C.W.A.N.A. Activities Subcommittee shall meet at a minimum of once a month, at a regular date and time. Any changes in the meeting time and/or location must be provided to the C.W.A.N.A. Area Service Committee Chair, Vice Chair, and Webmaster within 48 hours of changes being made.
- **Section 2.** Special meetings may be called at any time by the Chair and/or at the written request of three (3) subcommittee members. The purpose, time and place shall be stated in the call. All members who have attended two of the past three meetings must be notified prior to the meeting taking place, and its outcome.

- **Section 3.** Membership in the C.W.A.N.A. Activities Subcommittee shall be open to all those individuals who share the stated purpose of this subcommittee.

## **Article VII. Funding**

- **Section 1.** Proposed budgets for all events shall be turned into the C.W.A.N.A. Area Service prior to a planned event.
- **Section 2.** Payments to vendors are to be checks written out of the C.W.A.N.A. Area Service Treasury from the C.W.A.N.A. Activities Subcommittee budget as defined in the C.W.A.N.A. Area Service guidelines.
- **Section 3.** The Activities Treasurer or Chairperson shall turn over all proceeds to the Area Service Treasurer at the succeeding C.W.A.N.A. Area Service after any event.
- **Section 4.** No part of net earnings or assets of this subcommittee shall benefit any private person, individuals, or any members of the C.W.A.N.A. Area Service Committee or its subcommittees. Upon completion or dissolution of this subcommittee, all assets (i.e. equipment, supplies) of this subcommittee remaining after payments and provisions for all debts and obligations belong to the C.W.A.N.A. Area Service Committee.
- **Section 5.** Misappropriation of NA Funds:
  - Procedures are as follows:
    - Any member who has misappropriated NA funds or supplies will automatically resign and/or be removed from their position.
    - The C.W.A.N.A Area Service Chair is to be notified immediately of misappropriation and responsible person(s).
    - Misappropriated funds are to be returned within 24 hours.
    - Any member who has not returned the funds within 30 days may be subject to legal action.
  - Misappropriation is defined as but not limited to:

- Using NA Funds for anything other than the intended purpose, as defined in these policies.
- Depositing NA funds into a personal checking account; this does not include expense reimbursement.
- Borrowing NA property without the consent of C.W.A.N.A. Activities Committee or Area Service.

### **Article VIII. Officers and Duties**

The Activities subcommittee officers shall be: Chairperson, Vice-Chairperson, Treasurer and Secretary. Officers are to have a basic understanding of the 12 Steps, 12 Traditions, 12 Concepts and shall perform tasks as outlined by these Guidelines, and C.W.A.N.A. Area Service Guidelines.

#### **Section 1. Chairperson.**

- Election of the Chairperson is conducted through C.W.A.N.A Area Service, adhering to the qualifications and duties as outlined in the C.W.A.N.A. Area Service Guidelines.
- The Chairperson must have a minimum of one (1) year complete abstinence. In addition, the following expectations will also be in effect throughout the one (1) year term:
  - Facilitates all Activities subcommittee meetings.
  - Is present at all Activities meetings, events and fundraisers; including cleanup after the event has ended, except when excused by the Vice-Chair or an emergency arises.
  - Attend and submit reports to the Activities Subcommittee and C.W.A.N.A Area Service.
  - Provides C.W.A.N.A. Area Service with the following at every meeting: Financial reports; Complete synopsis of all current and planned events.
  - May sign contracts approved by the Activities subcommittee or C.W.A.N.A. Area Service for events.

- Responsible for ensuring that all officers/coordinators are adhering to their duties.
- Approve meeting minutes and next month's meeting agenda before disbursement.
- Responsible for maintaining and storing the C.W.A.N.A. Activities Subcommittee equipment and supplies.

**Section 2. Vice-Chairperson.**

- It is suggested that the Vice-Chairperson nominee consider a nomination to the Chairperson position at the end of their term.
- The Vice-Chairperson must have a minimum of six (6) months complete abstinence. In addition, the following expectations will be in effect throughout the one (1) year term:
  - In the absence of the Chair, the Vice-chair assumes the responsibilities normally performed by the Chair.
  - Is present at all Activities meetings, events and fundraisers; including cleanup after the event has ended, except when excused by the Chair or an emergency arises.
  - Perform and/or delegate any and all duties of Activities officers/coordinators in their absence.
  - Establishes and maintains the subcommittee's phone list and keeps an open line of communication with all members.
  - Contact C.W.A.N.A. Vice-chair and Web-servant of any changes in meeting times and locations, and upcoming events, within 48 hours.
  - Recruit and coordinate volunteers to assist with events.

**Section 3. Treasurer.**

- The Treasurer must have a minimum of two (2) years complete abstinence and must possess competent bookkeeping skills including the ability to reconcile a bank statement.
  - Responsible for tracking all monetary transactions.

- Is present at all Activities meetings, events and fundraisers; including cleanup after the event has ended, except when excused by the Chair or an emergency arises.
- Counting of money to be done in the presence of the Activities Chair or Vice-Chair at the end of the event.
- All funds shall be turned over to the C.W.A.N.A. Area Service Treasurer at the succeeding C.W.A.N.A. Area Service Meeting.
- Provides all receipts, records and a financial statement to the Activities Chair at each Activities Subcommittee meeting.

**Section 4. Secretary.**

- The Secretary must have a minimum of six (6) months complete abstinence.
  - Keep accurate minutes of all C.W.A.N.A. Activities Subcommittee meetings and read previous meetings minutes at the current meeting.
  - Type minutes and submit to the Chair for approval.
  - Upon approval, distribute minutes via email to all subcommittee members; hard copies provided upon request.
  - Is present at all C.W.A.N.A. Activities Subcommittee meetings, events and fundraisers; including cleanup after the event has ended, except when excused by the Chair or an emergency arises.
  - In the absence of the Chair and Vice-Chair, calls to order and presides over regularly scheduled Activities subcommittee meetings.
  - Responsible for ensuring all C.W.A.N.A. Activities Subcommittee archives are organized and properly stored.

**Article IV Policy Amendments**

- **Section 1.** Any proposed amendments to these policies will be made at the C.W.A.N.A. Activities Subcommittee Meeting.
- **Section 2.** The guidelines must be reviewed by the C.W.A.N.A. Activities Subcommittee with the change of each chairperson.