

# Policy & Procedures Guidelines

Central Nova Area of Narcotics Anonymous

[www.centralnovaarea.ca](http://www.centralnovaarea.ca)

## *Activities Committee*

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### **Concept One**

***To fulfill our fellowship's primary purpose,  
the NA groups have joined together to create a structure  
which develops, coordinates, and maintains services  
on behalf of NA as a whole.***

## **Part 1 Document Identification**

*This document “Activities Committee Guidelines” contains 22 pages*

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Amendment 35: .....

### **NOTE**

The latest revision date shown  
supersedes all previous revision dates.  
Uncontrolled document once printed.  
Refer to [www.centralnovaarea.ca](http://www.centralnovaarea.ca)  
for latest Revision Date of these  
Guidelines.

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## **Activities Committee Vision Statement**

The Activities Committee shall arrange and coordinate social functions to encourage fellowship and help carry the message of recovery.

All events, tasks, and roles shall be consistent with the spiritual principles of recovery.

Honesty, trust, and goodwill are the foundation of our service efforts.

It is not the purpose of the Activities Committee to raise funds for NA, but to raise funds to be self-supporting.

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## **Part 2 Document Administration**

### **Article 1 Purpose**

- 1.1 The purpose of these guidelines is to define the processes and responsibilities for arranging and coordinating recovery-oriented social functions in Central Nova Area of Narcotics Anonymous.

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### **Article 2 Definitions**

- 2.1 Cooperation: An act or instance of working or acting together for a common purpose or benefit, joint action. Eg- CNA provides convention space for NARANON to have an information table.
- 2.2 Custodian: A person who has custody; keeper; guardian; a person entrusted with maintaining property.
- 2.3 Financial Hardship: Any member who cannot afford the registration to one of our events.
- 2.4 NARANON: Members are relatives and friends who are concerned about the addiction or drug problem of another or who may be affected by addiction from another.
- 2.5 Endorsement: Approval or sanction.
- 2.6 Quorum: The minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.
- 2.7 CBDM: Abbreviation of Consensus-Based Decision-Making, a process that encourages all members to participate in decision-making, allowing the opportunity to develop a fully informed, balanced group conscience leading to sound, sensitive service decisions.
- 2.8 Straw Poll: Straw polls are not binding decisions, but are a tool to aid in the consensus-based decision-making process. A straw poll is a test for consensus:
1. To determine if any discussion (or further discussion) is necessary;
  2. To frame issues during discussion; and,
  3. To determine if the body is ready to make a decision.

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## Article 3      Guideline Amendments

- 3.1 Refer to Article 11 Procedures, [paragraphs 11.5](#) to 11.9 for proposal information.
- 3.2 The process of guideline amendment is:
1. A proposal is made.
  2. The proposal is discussed and modified (if required).
  3. Either:
    - a. Consensus on the proposal is achieved, and the proposal is put into action, or,
    - b. The proposal is forwarded to the ASC for approval.
- 3.3 Amendments that create policy, amends policy (the intent of an Article), or puts established policy in the guidelines require strong support (2/3 vote) of eligible committee members. See [Table 2](#) for CBDM eligibility.
- 3.4 Amendments not affecting the intent of a guideline article may be voted on during the meeting at which it is proposed.
- 3.5 Committee members must be present to have their say in consensus, unless other arrangements have been made beforehand.
- 3.6 Upon acceptance by the Committee, the following types of amendment will be submitted for ASC approval:
1. Any that creates or changes policy, including incorporating established policy that had never been in the guidelines.
  2. Any that affects CNA groups, the ASC, or any other subcommittee.
- 3.7 Housekeeping amendments are performed on an as-required basis, usually without need for proposal action; however, the committee must be informed. Housekeeping examples are spelling or grammar corrections, reformatting, words added to Article 2 Definitions.
- 3.8 Upon final approval of any amendment (other than minor housekeeping) by the ASC or the Activities committee (as applicable), amendment information is added to the Revision date page and the Table of Changes page. The approved guidelines are then emailed to committee members, and to the CNA Web Servant for upload on our website.
- 3.9 Table 1 (below) details amendment types, support requirements, action taken, and provides examples of each type of amendment.

| Type                                                                                              | Support Required     | Action                                                                                                                                                                                                                                                  | Example                                                                                                             |
|---------------------------------------------------------------------------------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| 1. Creates policy.<br>2. Amends policy (intent).<br>3. Puts established policy in the guidelines. | Strong support (2/3) | 1. Proposal is required.<br>2. Reviewed by eligible committee members.<br>3. Consensus reached at this or the next committee meeting. Proposal sent to Area for approval.<br>4. Upon Area approval, add info to Revision date & Table of Changes pages. | 1. Adding an Article on how to make and distribute event posters.<br>2. Adding or eliminating a committee position. |

|                                          |                      |                                                                                                                                                                                                                                                         |                                                                                                                                                                     |
|------------------------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Does not affect the intent of an Article | Strong support (2/3) | <ol style="list-style-type: none"> <li>1. Proposal is required.</li> <li>2. Consensus may be reached during the committee meeting.</li> <li>3. Upon committee approval, add info to Revision date &amp; Table of Changes pages.</li> </ol>              | <ol style="list-style-type: none"> <li>1. Splitting an Article into two manageable Articles.</li> <li>2. Changing clean time requirement for a position.</li> </ol> |
| Major housekeeping                       | Support (50%)        | <ol style="list-style-type: none"> <li>1. Proposal may be required.</li> <li>2. Consensus may be reached during the committee meeting.</li> <li>3. Add info to Revision date &amp; Table of Changes pages.</li> <li>4. Inform the committee.</li> </ol> | <ol style="list-style-type: none"> <li>1. Reformatting.</li> <li>2. Adding words to Article 2 Definitions.</li> </ol>                                               |
| Minor housekeeping                       | None                 | Inform the committee.                                                                                                                                                                                                                                   | Spelling & grammar corrections                                                                                                                                      |

**Table 1 – Types of Guideline Amendments**

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## **Part 3 Committee Administration**

### **Article 4 Integrity**

- 4.1 The Activities committee will act with integrity when arranging and coordinating social functions in Central Nova Area by adhering to the principles and intent of these guidelines. The Twelve Traditions and Twelve Concepts guide our decision-making processes in all service matters.
- 4.2 Should any difficulties arise, the committee may ask for help from the ASC.

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### **Article 5 Committee Members**

- 5.1 The Activities Committee consists of:
  1. Four Executive Committee Officers (Chairperson, Vice-Chairperson, Treasurer, Secretary).
  2. Seven Non-executive Committee Officers (Coordinators for Program, Assistant Program, Registration, Assistant Registration, Hospitality, Assistant Hospitality, Canteen).
  3. Members at large.

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## **Article 6            Requirements & Duties of Executive Committee Officers**

6.1 To ensure continuity of service, all Executive Officers should use their positional email addresses when communicating with committee members, Area, and external agencies when the subject is an Activities committee matter. Password changes or difficulties are to be immediately forwarded to the Area web servant at [centralnovaarea@gmail.com](mailto:centralnovaarea@gmail.com), so the problem, etc., can be quickly addressed.

### **6.2 Basic Requirements of ALL Activities Officers**

1. Active participation in NA.
2. Have a working knowledge and understanding of the Twelve Steps and Twelve Traditions of NA, the Twelve Concepts for NA Service, and A Guide to Local Services in NA.
3. Have a working knowledge and understanding of CNA guidelines and Activities guidelines.
4. Willingness to serve and commit personal time and abilities to perform duties.
5. Ability to attend required service committee meetings to fulfill duties.
6. To be familiar with NAWS Bulletins (click [HERE](#) to view), specifically:
  - a. # 21 “The Generation of Funds (fundraising) and the Seventh Tradition in NA”
  - b. # 30 “Theft of NA Funds”
7. Completion of previous service commitments should be considered.

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### **6.3 Chairperson**

1. Requirements specific to the position:
  - a. Have at least three years of continuous clean time.
  - b. Be an active voting member of the committee for at least six consecutive months.
2. Duties:
  - a. To arrange an agenda in co-operation with the Activities Committee, and preside over the monthly meeting, ensuring that proper rules of procedure (approved by ASC) are followed.
  - b. To be a signing authority for Activities bank account.
  - c. To declare the meeting adjourned when the committee votes or in the case of emergency.
  - d. To conduct the Activities meeting with a firm, yet understanding hand.
  - e. To oversee all Activities events for the purpose of preparation.
  - f. To create a list of events for the year in October. Additional events can be added throughout the year as the committee deems appropriate.
  - g. To attend regional activities committee meetings to keep all informed and updated on events, workshops, etc.
  - h. To submit a report to Area each month there is Area.
  - i. To recognize activities members who are entitled to the floor.
  - j. To appoint volunteers to organize and assist with Inn Out of the Cold/New Year’s Event.
  - k. To be available to contact facilities for event locations.



- l. To be the contact and the point of accountability with events and facilities.
- m. To coordinate printing of banners for events when required, ensuring designs and graphics are accurate.
- n. To follow up with committee members on assigned duties or tasks, in the spirit of cooperation and accountability.
- o. To be the sole point of contact for all Activities information (minutes, reports, posters, pamphlets, guidelines, or other documents) requiring upload on the CNA website, vetting each, and forwarding them to the web servant for upload on the CNA website. Although the Chairperson remains the single point of accountability, this duty may be delegated to another officer.
- p. To assume responsibilities of all Executive and Non-Executive positions (in absence of), or appoint qualified individuals to perform duties.

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#### **6.4 Vice-Chairperson**

1. Requirements specific to the position:
  - a. Have at least 18 months of continuous clean time.
  - b. Be an active voting member of the committee for at least six consecutive months.
2. Duties:
  - a. To be a signing authority on the Activities bank account.
  - b. To assist the Chair in duties.
  - c. To assume the responsibility of the Activities Chairperson in the event of the Chairperson being absent, ill, away, or not having a Chairperson.
  - d. To work closely with elected officers and other members in the spirit of cooperation.
  - e. To forward any Vice-Chairperson information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.

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#### **6.5 Treasurer**

1. Requirements specific to the position:
  - a. Have at least three years of continuous clean time.
  - b. Be an active voting member of the committee for at least six consecutive months.
2. Duties:
  - a. To make a financial report of all income and expenditures for each event held.
  - b. To make a monthly financial report to committee, whether or not events were held.
  - c. To be a signing authority on the Activities bank account.
  - d. To create a budget for the year's events based on prior events.
  - e. To forward any Treasurer information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.

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## 6.6 **Secretary**

1. Requirements specific to the position:
  - a. Have at least six months of continuous clean time.
  - b. Be an active voting member of the committee for at least three consecutive months.
2. Duties:
  - a. To keep accurate minutes of each Activities meeting.
  - b. To maintain committee files. Eg- Activities minutes.
  - c. To keep track of and update the Activities member list.
  - d. To keep track of member attendance for voting purposes.
  - e. To notify members of upcoming meetings.
  - f. To email copies of the activities minutes to committee members and to the Archives committee within 15 days of the past meeting.
  - g. To have copies of activities guidelines available for view at each committee meeting.
  - h. To forward any Secretary information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.

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## **Article 7            Requirements & Duties of Non-Executive Committee Officers**

- 7.1 To ensure continuity of service, the five Non-Executive Committee Officers (Coordinators) should use their positional email addresses when communicating with committee members, Area, and external agencies when the subject is an Activities committee matter. Password changes or difficulties are to be immediately forwarded to the Area web servant at centralnovaarea@gmail.com, so the problem, etc., can be quickly addressed.
- 7.2 See [Article 6 para 6.2](#) for the basic requirements of ALL Activities Officers.
- 7.3 **Program Coordinator**
  1. Requirements specific to the position:
    - a. Have at least one year of continuous clean time.
    - b. Be an active voting member of the committee for at least three consecutive months.
  2. Duties:
    - a. To set programming for all committee events, and ensure any programs are accurately printed.
    - b. To arrange for speakers/entertainment for events and follow committee approved budgets.
    - c. To have a varied program of speakers at all events to reach all our members, meeting all demographics of our growing fellowship, where possible, remembering that diversity is our strength.
    - d. To ensure speakers are recorded at conventions and events, as required.
    - e. To have readings for meetings available at events.
    - f. To organize volunteers to chair speaker meetings at events.

- g. To arrange other committee member support and volunteers when needed.
- h. To make suggestions on prices for events.
- i. To submit any revenue and receipts to the Activities Treasurer, during or immediately following an event.
- j. To submit a written report, including financials, at regular monthly business meetings.
- k. To be available to assist the Chairperson in securing a facility for events.
- l. To submit any contracts at regular monthly business meetings.
- m. To work with other subcommittees when needed.
- n. To be the custodian of past banners, unsold auction items, and merchandise for safe keeping and storage.
- o. To work closely with the any assistants Assistant Program Coordinator in a mentoring position or rôle.
- p. To forward any Program Coordinator information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.

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#### **7.4 Assistant Program Coordinator**

- 1. Requirements specific to the position:
  - a. Have at least three months of continuous clean time.
  - b. Be an active voting member of the committee.
- 2. Duties:
  - a. To work closely with and assist Program Coordinator with all program-related duties. See duties of Program Coordinator.
  - b. This is usually a non-money handling position. If the incumbent has at least one year continuous clean time they may handle funds up to a \$200.00 limit, allowing members to help with registration, canteen, etc.

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#### **7.5 Registration Coordinator**

- 1. Requirements specific to the position:
  - a. Have at least two years of continuous clean time.
  - b. Be an active voting member of the committee for at least three consecutive months.
- 2. Duties:
  - a. To be the point of contact for registration for events.
  - b. To maintain accurate registration/attendance for events.
  - c. To have clean time countdown sheets and markers at events.
  - d. To arrange other committee support and volunteers to work doors (at least one committee member at all times).
  - e. To submit any revenue and receipts to the Activities Treasurer, during or immediately following an event.
  - f. To submit a written report, including financials, at regular monthly business meetings.

- g. To create registration packages for multi-day events requiring nametags, programs and novelties, in cooperation with the Program Coordinator.
- h. To be available to assist the Chairperson in securing a facility for events.
- i. To work closely with the any assistants Assistant Registration Coordinator in a mentoring position or rôle.
- j. To forward any Registration Coordinator information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.

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## **7.6 Assistant Registration Coordinator**

1. Requirements specific to the position:
  - a. Have at least three months of continuous clean time.
  - b. Be an active voting member of the committee.
2. Duties:
  - a. To work closely with and assist Registration Coordinator on all other related duties. See duties of Registration Coordinator.
  - b. This is usually a non-money handling position. If the incumbent has at least one year continuous clean time they may handle funds up to a \$200.00 limit, allowing members to help with registration, canteen, etc.

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## **7.7 Hospitality Coordinator**

1. Requirements specific to the position:
  - a. Have at least two years of continuous clean time.
  - b. Be an active voting member of the committee for at least three consecutive months.
2. Duties:
  - a. To plan and prepare for events, including decorations for themed events.
  - b. To arrange and supply refreshments of food and drinks at events when required.
  - c. To plan and prepare all meals for events when needed.
  - d. To arrange for committee support and volunteers when needed.
  - e. To arrange and organize all aspects with Inn Out of the Cold / New Year's events.
  - f. To coordinate games night and keep an up-to-date inventory of games.
  - g. To be the custodian of games Activities owns.
  - h. To be the custodian of all decorations.
  - i. To submit any revenue and receipts to the Activities Treasurer, during or immediately following an event.
  - j. To submit a written report, including financials, at regular monthly business meetings.
  - k. To work closely with the any assistants Assistant Hospitality Coordinator in a mentoring position or rôle.
  - l. To forward any Hospitality Coordinator information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.

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## **7.8 Assistant Hospitality Coordinator**

1. Requirements specific to the position:
  - a. Have at least three months of continuous clean time.
  - b. Be an active voting member of the committee.
2. Duties:
  - a. To work closely with and assist Hospitality Coordinator on all other related duties. See duties of Hospitality Coordinator.
  - b. This is usually a non-money handling position. If the incumbent has at least one year continuous clean time they may handle funds up to a \$200.00 limit, allowing members to help with registration, canteen, etc.

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## **7.9 Canteen Coordinator**

1. Requirements specific to the position:
  - a. Have at least two years of continuous clean time.
  - b. Be an active voting member of the committee for at least three consecutive months.
2. Duties:
  - a. To hold and maintain a \$100.00 float to purchase stock and make change. Any amounts over \$100.00 are to be submitted to the treasurer.
  - b. To arrange for the purchase of canteen supplies.
  - c. To be responsible for inventory and make selling price recommendations.
  - d. To arrange canteen at events and arrange for committee or volunteer support when needed.
  - e. To have excess supplies available for sale at the next Area, when possible or needed.
  - f. To submit any revenue and receipts to the Activities Treasurer, during or immediately following an event.
  - g. To submit a written report, including financials and an inventory count, at regular monthly business meetings.
  - h. To forward any Canteen Coordinator information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.

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## **Article 8 Other Requirements & Restrictions of Activities Officers & Members**

- 8.1 Activities officers can serve no more than two consecutive terms in any one office. A term is considered to be 12 months and not less than 6 months. A period of time less than six consecutive months is not considered a term.
- 8.2 A member can hold an executive position and a non-executive position at the same time, when there is a lack of candidates, although it is preferred one position per member.

- 8.3 An activities committee member with at least one year of continuous clean time who is not in a money-handling position may be appointed to handle funds up to a \$200.00 limit. This allows members to help with registration, canteen, etc.
- 8.4 All Committee members are responsible to:
1. Allow full participation by all committee members.
  2. Observe the spiritual principles of the NA program by respecting other committee members and observers.
  3. Remain for the full meeting of the committee.

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## **Article 9 Elections**

- 9.1 The scheduled election for the Activities Chair is held at the October Area meeting. Scheduled elections for all other positions are held at the June regular monthly business meeting.
- 9.2 Elections for open positions may be held at any time.
- 9.3 Nominations are requested the month before the election, at the May regular monthly business meeting. Nominees or volunteers are required to attend their nomination and election dates, and must qualify upon volunteering or acceptance of the nomination.
- 9.4 Elected officers will take over their duties immediately after election, except for the Secretary. The outgoing Secretary will take and distribute the minutes of the election meeting. All other secretarial duties are assumed by the incoming Secretary at the end of the meeting at which they were elected.
- 9.5 Outgoing officers will pass on positional information to the incoming officer (e.g.: password for the positional email account, etc.). Incoming officers will ensure they receive such info..
- 9.6 Electing members to serve is a serious responsibility. Our leaders are trusted servants, not governors; but we expect our trusted servants to lead us. Through careful selection, we allow them to do so. A good measure of their suitability to fulfil their positional duties is: Are they ready, willing, and able?
- Ready.** Are they humble, yet confident in their abilities? Can they detach from personal biases to ensure principles come before personalities? Do they see service as a way for growth in recovery? Can they follow direction and accept feedback?
- Willing.** Do they feel forced to fill an open position? Will they step down from other service commitments interfering with this service position? Will they seek help and mentoring from previous holders and others? Are there some duties they can't accept?
- Able.** Do they have the skills/tools to do the job? Can they communicate clearly, making accurate reports, including financials? Can they communicate via their positional email address? Can they attend all service meetings the position asks of them?
- 9.7 To help ensure a nominee/volunteer will succeed, questions may be asked. Some are general in nature, and some apply to those who handle NA funds.
- 9.8 The committee will forward the names of all members standing for Activities Chairperson. It is not the aim of the committee to eliminate nominees/volunteers for this position.

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## **Article 10      Removal of Committee Officers**

### **10.1    Removals.**

1. Removal of officers is done via proposal action (except for 3.a., below) , and should be considered as a last resort, after other options have been examined.
2. Any Committee Officer may be removed from their position for noncompliance. Strong support for the removal (2/3 majority) from all eligible members present is required, except in the case of loss of abstinence.
3. Noncompliance includes, but is not limited to:
  - a. Loss of abstinence (Automatic removal. No proposal required).
  - b. Non-fulfillment of the duties of their positions.
  - c. Absence at two (2) consecutive monthly business meetings of the Committee without prior notification to any Executive Committee Officer.

### **10.2    Resignations.**

1. Committee Officers may resign by providing written notification to the Committee Chairperson one (1) month prior to the date such resignation takes effect.
2. If the Committee Officer resigning is a signing officer of the Committee bank account, they may be required to provide a letter stating they wish to have their name removed from the bank account.
3. In accordance with Area guidelines Article 10, the Committee Chairperson may resign by providing written notification to the Area Chairperson one month before the resignation takes effect.

- 10.3 Committee members-at-large who miss three consecutive meetings without prior notice to the committee executive will be removed from the contact list (including email), unless requested to remain on the contact list. The Committee Secretary will contact the absent member prior to any removal.

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## **Article 11      Procedures**

- 11.1 The procedures (or actions) of the committee are generally managed by three items:

1. The standing rules of the committee.
2. What constitutes a functioning committee during meetings?
3. Proposals brought for committee consideration.

- 11.2 **Standing rules:** The standing rules that the Activities Committee follows in performing its duties are the spiritual principles found in:

1. The 12 Traditions and 12 Concepts for NA Service.
2. A Guide to Local Services in NA.
3. CNA Guidelines.
4. These guidelines, as amended. The latest date on page 2 takes precedence.
5. The Simplified CBDM Guide for CNA Activities Committee.

- 11.3 **Functioning committee:** Fifty percent (50%) of voting members and at least one executive committee officer must be present to constitute a functioning committee (quorum) for consensus purposes.
- 11.4 If a quorum is not present prior to the start of agenda item “New Business” no new business can be conducted. Report reading and any other business not requiring consensus may be conducted.
- 11.5 **Proposals:** Proposals brought to the Activities Committee’s attention can be made by any eligible committee member. An eligible member is one who fits the criteria in Article 12, CBDM and Voting Policy, Table 2, rows B or C.
- 11.6 Proposals stand on their own merits; seconders are not required. The Secretary supplies blank proposal forms at every meeting. Proposals must be legibly printed:
  - 1. In order for it to be understood by all; and,
  - 2. So it can be transcribed (if required) for the minutes and the Area archives.
- 11.7 If, following discussion, the committee has not reached unanimous support for a proposal, those dissenting from the majority are given the opportunity to state the reason for dissent, if they choose. If their rationale does not change the majority view, the dissenting member(s) may be asked if they can support the majority view, even though they may not totally agree with it.
- 11.8 When filling out the “Committee Decision” area of the proposal form, recording the reason for an Assent with Reservation or a Stand Aside is optional, but is mandatory for a Block.
- 11.9 Although CBDM is the desired process, a decision may be reached using the voting procedures of Roberts Rules of Order found in A Guide to Local Services in NA (found at NA.org [HERE](#)).

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## **Article 12      CBDM & Voting Policy**

- 12.1 Consensus-based decision-making (CBDM) is a process by which a “common mind” of the committee is sought regarding the way forward on a particular proposal. CBDM is a creative process that captures ideas in such a way that the result can be better than the original proposal.
- 12.2 For detailed information regarding the CBDM process, refer to the ASC document “Simplified CBDM Guide for CNA.
- 12.3 All committee members who attend two consecutive meetings may fully participate in the consensus-based decision-making process, including the Chairperson.
- 12.4 Members who join the committee can participate in discussions at their first meeting, but not consensus (voting). This gives them an opportunity to see how the committee operates. Observers can participate in discussions, but not consensus.
- 12.5 After a member misses two consecutive meetings, they will not be counted as a voting member when establishing quorum until the meeting of their return.
- 12.6 Non-attendance at special meetings has no impact on CBDM eligibility.
- 12.7 CBDM participation eligibility is shown in Table 2 (next page).



| <b><i>CBDM Eligibility<br/>(Voting) Matrix</i></b> |                                                                                                                         | <b>Type of Committee Meeting</b>                                                                                                                                                                         |                                                             |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
|                                                    |                                                                                                                         | <b><i>Regular Monthly Meeting</i></b>                                                                                                                                                                    | <b><i>Special Meeting</i></b>                               |
| A                                                  | A member joins the committee during a regular or special meeting.                                                       | Member can participate in discussions.<br>CBDM eligibility is suspended until the member attends their second meeting. Cannot submit proposals.                                                          | Same as regular monthly meeting.                            |
| B                                                  | A committee member attends their second (or subsequent) committee meeting.                                              | <b>Member fully participates</b> in discussions and decisions. Can submit proposals.                                                                                                                     | Same as regular monthly meeting.                            |
| C                                                  | A committee member misses one committee meeting.                                                                        | <b>Member fully participates</b> in discussions and decisions upon their return. Can submit proposals.                                                                                                   | Missing special meetings has no impact on CBDM eligibility. |
| D                                                  | A committee member misses 2 consecutive committee meetings, with or without prior notification to an Executive Officer. | CBDM eligibility is suspended until the member returns. Cannot submit proposals while CBDM eligibility is suspended.<br><b>Member fully participates</b> in discussions and decisions upon their return. | Missing special meetings has no impact on CBDM eligibility. |
| E                                                  | An observer attends.                                                                                                    | Observer can participate in discussions, but not in decisions. Cannot submit proposals.                                                                                                                  | Same as regular monthly meeting.                            |

**Table 2 – CBDM Eligibility Matrix**

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## **Article 13      Committee Meetings**

- 13.1 The regular monthly business meetings of the Activities Committee shall be held each month on the Saturday before the Area meeting, unless otherwise directed by the Activities Committee.
- 13.2 The Chairperson of the Activities Committee may call special meetings. The purpose of the meeting shall be stated. No business other than that which is stated may be conducted. At least seven days' notice shall be given.

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## Article 14      Reports & Records

- 14.1    **Reports:** The Activities committee produces three types of reports.
1.    Executive Officer and positional Coordinator reports. These are produced by the committee executive and positional coordinators, read at the monthly committee meeting, and submitted to the Activities Secretary for inclusion in the monthly minutes. This includes the Activities Treasurer's report.
  2.    Minutes of the monthly committee meetings. These are produced by the Activities Secretary and distributed to committee members.
  3.    Monthly reports to the ASC. Produced by the committee Chairperson, this is a summary of information gathered during the Activities meeting and is read at the monthly ASC meeting. Submitted to the Area Secretary, it is included in the Area minutes.
- 14.2    To ensure receipt of Activities minutes, a member must provide an email address to the Activities Secretary.
- 14.3    **Records:** The Activities committee retains various secretarial and financial records, and produces various documents to aid committee officers in their duties.
- 14.4    Physical copies of past minutes, etc., are sent annually to be retained in our archives. Our archives offer identification and a message of hope from our serving members, and are an invaluable source of help for members – currently-serving, past-serving, and those yet to serve.
- 14.5    Although CNA is not currently liable for Canada Revenue Agency (CRA) auditing, Activities financial receipts must be retained for six (6) years, starting from the end of the tax year relating to the records. Should our liability change, we will be prepared. Receipts requiring retention for CRA liability include receipts for the conduct of Activities business, eg- storage expenses.
- 14.6    Length of retention and disposal methods depend on the individual item.
1.    Financial records: Retain for six (6) years. May then be disposed by shredding or burning.
  2.    Secretarial records:
    - a.    Reports: Retain for one (1) year. Dispose of old reports by recycling the paper.
    - b.    Contact information: Retain indefinitely, updating as required. Dispose of old contact info by shredding or burning.
    - c.    Other Activities forms and documents: Retain indefinitely, updating as required. Dispose of old forms and documents by recycling the paper, ensuring personal information is deleted.

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## **Part 4    Committee Functions**

### **Article 15      Overview of Functions**

- 15.1    The functions of the Activities committee are primarily focused in two areas.
1.    Recovery-oriented events.
  2.    Service-oriented events.
- 15.2    **Recovery-oriented events:** These events vary in length, topic, location, etc. Events may include:
1.    Multi-day events: Eg- Inn Out of the Cold, Regardless of Age, weekend camping.
  2.    Day-long events. Eg- Spring into Recovery (usually held in March), Fall into Recovery (usually held in October).
  3.    Various outdoor events occurring over a period of several hours. Eg- Beach day, Family picnic, Corn boil, Ball games, Hikes & Walks, etc.
  4.    Various indoor events occurring over a period of several hours. Eg- Games day/night, etc.
- 15.3    **Service-oriented events:** Service-oriented events occur over a period of several hours. Eg- Service day, Committee fair, etc.
- 15.4    Occurrence and lengths of events may vary, depending on available human and financial resources.
- 15.5    There may be fees involved to attend recovery-oriented events (See also Article 20, Financial Hardship Package), or there may be a 7<sup>th</sup> Tradition box available for contributions from attendees.
- 15.6    There are no fees to attend any service-oriented event, but there may be a 7<sup>th</sup> Tradition box available.

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### **Article 16      Fund-Flow System**

- 16.1    Concept 11 states: “NA funds are to be used to further our primary purpose, and must be managed responsibly.” To manage funds responsibly, a fund-flow system is in effect.
- 16.2    The fund-flow system comprises three parts:
1.    Prudent Reserve.
  2.    Income generated by the committee.
  3.    Expenses of the committee.
- 16.3    **Prudent Reserve:** The Activities Committee has adopted a prudent reserve (approved by Area) for its yearly operating budget. The prudent reserve total of \$2,000.00 is a replenishable amount for all activities the committee may plan throughout the year.
- 16.4    One hundred percent (100%) of all funds over and above the prudent reserve shall be contributed to the ASC Treasurer during the monthly Area meeting.

- 16.5 The only time funds will not be passed to Area is during the growth of an event (e.g.- Inn Out of the Cold, campouts, etc.) where the planning, fundraising, registration, and financial responsibilities of the event are, by necessity, spread out over a period of months. In such cases, funds are withheld until the final fiscal accountability of the event is balanced through an event financial report.
- 16.6 **Income:** Income of the Activities committee is in the form of event registrations, proceeds from auctions, canteen sales, and 7<sup>th</sup> Tradition (where applicable).
- 16.4 An amount of cash may be retained as a cash float for the purposes of maintaining the canteen, beyond which activities funds will be maintained in the Activities bank account. The exact amount of the float will be determined by the needs of the Activities committee.
- 16.7 All funds received by the Activities committee will be kept in a bank account. To ensure fiscal responsibility, the account will require at least two signing authorities for withdrawals (via cheque only). Deposits may be made by a single member, usually the committee treasurer.
- 16.8 **Expenses:** All expenses incurred providing activities are to be reasonable and actual costs supported by receipts. Receipts are vetted by the committee, and submitted to the committee treasurer for reimbursement.

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## **Article 17      Events**

- 17.1 From time to time we have members who have volunteered to help at an event, by sharing, chairing, helping with registration, working in the canteen etc., who are not planning on attending the event. These members are not expected to pay for attendance. In these instances, the member's name will be provided to the Registration Coordinator prior to the event.
- 17.2 Any 7th Tradition or Hardship Fund contributions received at each event will be allocated where needed for that event. If not needed, they go into the fund-flow system.
- 17.3 Events should have all applicable event info on an informational poster. See Article 18.

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## **Article 18      Checklist for Event Informational Posters**

- 18.1 Follow this checklist to ensure accurate event info is distributed in a timely manner. Event posters should be produced for all events, whether multi-day or multi-hour, and should be produced with plenty of time to spare before an event to allow distribution.
- 18.2 **Making the poster.**
1. Gather information regarding:
    - a. Event name.
    - b. Event date.
    - c. Event start & end times.
    - d. Event location and address (including directions to it, if required).
    - e. Event fees (if any), or state that it's a free event.
    - f. What will be available at the event (canteen, bbq, t-shirts/hoodies for sale, etc.).
    - g. What the event attendee is responsible for (tent, food, hiking footwear, etc.).
    - h. Who to contact if pre-registration is required.

- i. Any additional information the event attendee may require (event is non-smoking, wheelchair-accessible, weather-permitting, parking, schedule of events (if required), Santa will be there, etc.).
  2. **Double-check** all information for accuracy.
  3. Select fonts and text colours that allow easy understanding when seen from arms-length.
  4. Select any graphics required, ensuring they're compatible with the 12 Traditions of NA and don't use much ink when printed. Some colours might not show well when printed in B&W. If necessary, adjust font colours and graphics.
  5. Ensure page margins are set to allow all text and graphics to be printed, without cutting off any information.
  6. Ensure the poster states that it's a Central Nova Area event. Perhaps a statement identifying the committee at the bottom of the page (eg- *Central Nova Area Activities Committee – for eventful service*).
  7. When finished with poster, select print preview to see what the printed page would look like. If necessary, adjust fonts, colours, placement of graphics, and margins.
  8. If it looks good, print a proof copy of the poster.
- 18.3 **Distributing the poster.**
1. If the proof copy of the poster looks good, email the poster to the committee chairperson for approval.
  2. Following approval, email the poster to:
    - a. Activities committee members;
    - b. CNA Secretary for distribution to groups;
    - c. Archives committee; and,
    - d. CNA Web Coordinator for upload to our website.
  3. Enter the event on CARNA's website and upload the poster there.

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## **Article 19 Financial Hardship Package**

- 19.1 See Article 2 Definitions for the definition of financial hardship.
- 19.2 The Activities committee welcomes any addict who needs a financial hardship package. We will not harass any addict by questioning their honesty or their need to request one.
- 19.3 No member will be turned away from any of our events; however, the member will be asked if they can afford part of the registration fee to help offset costs.
- 19.4 The financial hardship package applies to registration only and all activities that are included in that registration (eg- the supper and dance at New Year's Eve or at Spring/Fall into Recovery).
- 19.5 If any concerns arise at the door during registration, at least one executive officer and one other officer will be contacted to resolve the situation in a quiet and respectful manner.

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***End of guidelines***

## **The Twelve Traditions of NA and the Twelve Concepts for NA Service**

### **Twelve Traditions**

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority, a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose -- to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group out to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

### **Twelve Concepts**

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure, which develops, coordinates and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.