

Santa Clarita Area Activities Committee of Narcotics Anonymous Guidelines

Revised January 2019

Purpose

The Santa Clarita Area Activities Committee (SCAAC) shall fulfill the primary purpose of planning, coordinating and administering Santa Clarita Area of Narcotics Anonymous events. The SCAAC shall contribute to the growth and unity of the Santa Clarita Area of Narcotics Anonymous.

Elected Trusted Servants

All elected trusted servants have the responsibility to attend all activities meetings and functions. Elected trusted servants are to have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service, a willingness to devote time and resources as necessary, the ability to exercise patience and tolerance, active participation in Narcotics Anonymous and be an active member of the SCAAC.

Chairperson- Shall have at least 3 years of continuous clean time and one year of SCAAC service experience.

Vice Chairperson – Shall have at least 2 years of continuous clean time and one year of subcommittee service experience.

Treasurer- Shall have 3 years of continuous clean time and one year of subcommittee service experience.

Vice Treasurer - Shall have 3 years of continuous clean time

Secretary – Shall have at least 6 months of continuous clean time.

Set-up/Tear-down Coordinator - Shall have at least 6 months of continuous clean time.

Raffle Coordinator(s) - Shall have at least 1 year of continuous clean time.

Bingo Coordinator - Shall have at least 1 year of continuous clean time.

Duties of Elected Trusted Servants

The Chairperson shall:

1. Preside at all SCAAC Meetings.
2. Provide an agenda for the SCAAC meeting
3. Oversee and coordinate all SCAAC functions
4. Attend, as a voting member, each monthly Santa Clarita Area NA ASC meeting and submit a written report to the ASC secretary and GSR's
5. Attend the monthly Southern California Regional Activities Committee of Narcotics Anonymous (SCRACNA) meeting.
6. Provide an annual budget to Santa Clarita Area NA per Santa Clarita Area NA guidelines.
7. Delegate the coronation of flyers and tickets

8. Chair is allowed to make best and final decision in a time sensitive matters.

The Vice Chairperson Shall:

1. Perform the duties of the chairperson in their absence.
2. Assist the chairperson in overseeing and coordinating all SCAAC functions.
3. Suggested to attend the monthly Santa Clarita Area NA meeting and in the absence of the chair attend SCACNA meeting
4. Perform the duties of the treasurer and the secretary in their absence.

The Treasurer Shall:

1. Keep a record of all cash flow
2. Disperse any funds with the approval of the SCAAC
3. Have an up to date financial statement of the annual budget available at all SCAAC meetings.
4. Prepare a monthly financial statement for the Santa Clarita Area NA treasurer.
5. Prepare a financial statement of each function for the Santa Clarita Area NA treasurer.
6. Be the single point of financial responsibility at each function.

The Vice Treasure shall:

1. Assist the treasurer in their duties.
2. Perform the duties of the treasurer in their absence.

The Secretary Shall:

1. Record, type and distribute minutes at each SCAAC meeting.
2. Conduct roll call each meeting and keep a record of attendance.
3. Send out notices of any kind including but not limited to: minutes, fliers, and any other information.
4. Keep and update file of all persons and places contacted in coordinating all SCAAC functions.
5. Keep a current contact roster of all SCAAC participants.
6. Assist the Chairperson and Vice Chairperson in overseeing and coordinating all SCAAC function.

The Set-up/ Tear-down Coordinator Shall:

1. Gather and oversee a crew to set up prior to and tear down after functions.
2. Clean up facilities according to needs.
3. Oversee the making and maintenance of coffee and coffee supplies during functions.
4. Oversee and facilitate all volunteers
5. Work with Chair and other members on inventory after each event.

The Raffle Coordinator shall:

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1. Oversee raffle tickets and their sales
2. Be responsible for gathering and overseeing any members helping with the raffles
3. Be responsible for tickets and money collected for raffles.
4. Responsible for gathering and storing merchandise for NA events.
5. Turn in all receipts for merchandise that has been bought with Santa Clarita Area NA monies

The Bingo Coordinator shall:

1. Oversee Bingo tickets and their sales
2. Be responsible for gathering and overseeing any members helping with the bingo.
3. Be responsible for tickets and money collected for bingo.
4. Responsible for gathering and storing merchandise for NA events
5. Turn in all receipts for merchandise that has been bought with Santa Clarita Area NA monies

Elections of Trusted Servants

Nominations for SCAAC elected trusted servants will be held each August and elections will be in September. The chairperson will be nominated and elected by the Santa Clarita Area Service Committee (SCASC).

Operational Guidelines

1. The SCAAC shall meet the first Sunday of each month.
2. Elected trusted servants shall serve for a term of one year.
3. Any SCAAC elected trusted servant may be removed from their position by a two thirds majority vote for:
 - A. Absence of two or more consecutive meetings.
 - B. Inability or failure to carry out the responsibilities and duties of their position.
 - C. Relapse
 - D. Misappropriation of NA funds.
4. Any transaction involving the use of funds shall be approved by consensus.
5. All monies shall be accounted for at the end of all events. Two elected trusted servants of the SCAAC must be present during the accounting. Monies shall be returned to Santa Clarita Area NA in the form of a money order.
6. Only responsible members of the SCAAC shall be allowed to handle money at functions. Responsible members shall have 1-year clean time
7. Misappropriation of NA funds is subject to legal action.
8. Any NA member may participate in the SCAAC regardless of clean time,
9. An appointed SCAAC member shall notify speakers, leaders and readers.
 - A. Speakers and leaders shall be active members of NA and carry a clear NA message of recovery.
 - B. Readers shall be active members of NA.

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10. These guidelines may be amended by a group conscience of the SCAAC and a vote of confidence by Santa Clarita Area NA ASC.

It is important to understand that these guidelines are not stern rules; they are created to help the SCAAC operate smoothly. A group conscience may waive portions of these guidelines.