**Activities**

 Internal Guidelines from current policy

**VICE CHAIR:** Nominated and elected by Activities Committee from its voting members.

 **Qualifications**

1. One (1) year clean time.
2. Three (3) months prior involvement in the Activities Committee.
3. An example of living recovery through the Twelve Steps and Twelve Traditions of NA.

Fills in for the chair when needed. Attends all Activities committee meetings. Assists Chair in planning all Area activities. Keeps accurate records and receipts for all monies, and a running inventory of all goods; i.e., paper, foods, rentals, equipment, decorations, prizes, etc. Assists the Chair in budgeting funds. Must attend all Activities meetings. Maintains communications with area groups and neighboring areas, and keeps a calendar of upcoming events.

**SECRETARY:** Nominated and elected by the Activities Committee from its voting members.

 **Qualifications**

1. Six (6) months clean time.
2. Three (3) months prior involvement in the Activities committee.

Attends all Activities committee meetings. Takes accurate minutes at meetings and will make copies available upon request. Assists the Chair in maintaining the Subcommittee’s records. Is responsible for all necessary correspondence, and provides each new voting member with a copy of Activities Policy.

**GENERAL MEMBERS:**

One (1) day clean time. Suggested attendance at the Area Activities subcommittee meetings. Assist in the planning, coordination, and implementing of area activities. Brings new ideas for events

**MOTIONS AND VOTING PROCEDURES**

A. Motions: May be made and seconded only by voting members.

B. Voting:

 1. Members have voting privileges after attending two (2) consecutive meetings.

 2. In the event of a tie, the Chair can exercise his/her right to break such a tie.

3. A quorum is the simple majority of the voting members. Once a quorum is established at the meeting, it stays throughout the meeting.

**POLICY FOR PLANNING FUNCTIONS**

 A. **All Area-sponsored activities** must have prior ASC approval.

B. **Locations:** Final selection of a location will be voted on by the Activities Subcommittee. The Chair should make follow-up call s to location to maintain goodwill and proper cleanup, etc.

C. **Provisions:** (Food, soda, decorations, etc.) All surplus provisions must be accounted for and returned to the designated storage place by the chair and the Vice-Chair.

D. **Entertainment:** All entertainment should be approved and voted on by members of the Activities subcommittee for Area-approved events.

In the event of a natural disaster (hurricane) on the day of the scheduled activity, or upon completion of any activity, all perishable foods bought should be anonymously donated to a reputable charity or recovery facility.